

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES AGENDA - REGULAR MEETING**

**November 13, 2019 – 4:00 PM**

**Mendocino College – 1000 Hensley Creek Road, Ukiah, CA 95482**

**CALL TO ORDER /PLEDGE OF ALLEGIANCE**

**1. APPROVAL OF AGENDA AND MINUTES**

- 1.1 Agenda Approval
- 1.2 Approval of Minutes of the special meeting held on October 9, 2019 and the regular meeting held on October 9, 2019.

**PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

This time is set aside for general public comments. Additionally, comments may be made at the time of discussion of any item. After being recognized by the Chair, those wishing to make comments are asked to stand at the podium, give their name, place of residence and affiliation, if any, and address their comments to the Board President. Trustees may ask questions of the speaker for clarification but will not discuss items that are not on the agenda. If appropriate, the Board may choose to refer the subject to College staff for research or for the item to be placed on a subsequent agenda.

**2. CLOSED SESSION**

- 2.1 Collective Bargaining/Meet and Confer – Pursuant to Government Code section 54957.6  
Designated Representatives: Cichocki, Polak, Velasco and Marin  
Employee Organizations: MCFT, MPFA, Management/Supervisory/Confidential, MLCCCBU
- 2.2 Conference with Legal Counsel – Anticipated Litigation – Pursuant to Government Code section 54956.9(d) 1 case  
Case names unspecified: Disclosure would jeopardize anticipated settlement negotiations
- 2.3 Public Employee Discipline/Dismissal/Release – Pursuant to Government Code section 54957  
Case names unspecified: Disclosure would jeopardize existing settlement negotiations
- 2.4 Public Employment – Pursuant to Government Code section 54957  
Title: Superintendent/President

**RETURN TO OPEN SESSION**

**REPORT OF ACTION TAKEN IN CLOSED SESSION**

**PUBLIC COMMENTS**

This time is set aside for general public comments. Additionally, comments may be made at time of discussion of any item. After being recognized by the Chair, those wishing to make comments are asked to stand at the podium, give their name, place of residence and affiliation, if any, and address their comments to the Board President. Trustees may ask questions of the speaker for clarification but will not discuss items that are not on the agenda. If appropriate, the Board may choose to refer the subject to College staff for research or for the item to be placed on a subsequent agenda.

**3. PRESIDENT AND ADMINISTRATION REPORT**

- 3.1 A report from Interim Superintendent/President Cichocki is presented as information

**CONSENT AGENDA**

**4. Personnel**

- 4.1 Consideration to Approve Personnel List – Short-Term Non-Continuing Employees  
Recommendation to approve the short-term non-continuing personnel list as presented
- 4.2 Consideration to Approve List of Volunteers  
Recommendation to approve the list of volunteers as presented
- 4.3 Consideration to Approve Personnel List - Classified  
Recommendation to approve the Classified list as presented
- 4.4 Consideration to Ratify Retirement - Faculty  
Recommendation to ratify the retirement as presented

- 4.5 Consideration to Approve the Management/Confidential/Supervisory Tentative Meet and Confer Agreement, 2019/20  
Recommendation to ratify the 2019/20 Tentative Agreement between the Mendocino-Lake Community College District and the Management Team as presented
- 4.6 Consideration to Approve the Vice President Salary Schedule 2019/20  
Recommendation to ratify the 2019/20 salary schedule for the Vice Presidents as presented

**5. Other Items**

- 5.1 Fiscal Report as of September 30, 2019  
Recommendation to accept the report as presented
- 5.2 Donations  
Recommendation to accept the donated items as presented
- 5.3 Sale of Surplus Property  
Recommendation to authorize the sale of the surplus property as presented
- 5.4 Quarterly Fiscal Status Report – AB 2910  
Recommendation to accept the report as presented

**6. INFORMATIONAL/ACTION ITEM**

- 6.1 Superintendent/President Search  
An update from the ad-hoc committee will be presented with possible action to be determined at the meeting.

**7. ACTION ITEMS**

- 7.1 Establishment of Student Financial Aid Fund (Fund 74) and General Obligation Bond Debt Service Fund (Fund 44) in the Mendocino County Office of Education and County of Mendocino Financial Systems – Resolution 11-19-01  
Recommendation to adopt resolution 11-19-01 as presented
- 7.2 Board Policies and Revisions – Second Reading  
Recommendation to approve the board policy as presented

**8. BIG PICTURE**

- Collegiality and Leadership: The Role of the Academic Senate in Participatory Governance  
A presentation by Catherine Indermill, Academic Senate President

**9. INFORMATIONAL ITEMS AND REPORTS**

- 9.1 Institutional Self Evaluation Report (ISER)  
A draft of the ISER report is presented for review and discussion
- 9.2 Health Benefits Update 2018/19  
An update of the health benefits account is presented as information
- 9.3 Mendocino College Foundation, Inc.  
Mendocino College Foundation informational report
- 9.4 Constituent Group Reports  
Reports from constituent groups are presented as information
- 9.5 Board Policy Additions and Revisions – First Reading  
Revisions and additions to Board policies are presented for information and review
- 9.6 Board Policy Deletions – First Reading  
Policies for proposed deletion are presented for review
- 9.7 College and Careers Access Pathways (CCAP) Partnership Agreement – First Reading  
The CCAP partnership agreement is presented for information and review
- 9.8 Integrated Timeline  
The integrated timeline is shared with the board as information

**10. TRUSTEE COMMUNICATIONS**

- 10.1 2019/20 Board Goals and Priorities  
2019/20 Board goals and priorities established October 9, 2019 are presented as information
- 10.2 Trustee Reports

Written and oral reports from Trustees are presented as information

### 10.3 Future Agenda Items

Board discussion about topics to be included on future agendas

## 10. ADJOURNMENT

**ADA Compliance:** Persons with disabilities needing assistance, please notify the Superintendent/President's Office at 468-3071 no later than 24 hours prior to the scheduled meeting. Meetings are held in locations which are wheelchair accessible.

**Agenda Packet and Supporting Documents Notice:** The agenda packet and supporting materials can be viewed in the President's Office, Room 1070, Mendocino College, 1000 Hensley Creek Road, Ukiah CA

***Future Board Meetings:***

- *Regular Meeting – Wednesday, December 11, 2019, 4:00 PM, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482*

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**  
**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**

A special meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, October 9, 2019 at Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

**GENERAL MATTERS**

*Call to Order*                      Trustee Pinoli, Board President, called the meeting to order at 2:30 PM.

<i>Board Members</i>	President	Robert Jason Pinoli	present
	Vice President	Marie L. Myers	present
	Clerk	Ed Nickerman	present
	Trustee	John Tomkins	present
	Trustee	Xochilt Martinez	absent
	Trustee	TeMashio Anderson	arrived at 3:00 pm
	Student Trustee	Aidan Lagorio	absent
	Trustee	vacant	

*Secretary*                      Eileen Cichocki, Interim Superintendent/President

*Support Staff*                      Mary Lamb, Executive Assistant to the Superintendent/President

*Staff Representatives*                      Debra Polak, Vice President of Academic Affairs (present)  
Ulises Velasco, Vice President of Student Services (present)  
Nicole Marin, Director of Human Resources (absent)

<i>Constituent Representatives</i>	Academic Senate	Catherine Indermill, President (absent)
	Classified Senate	Jeana Thompson, President (absent)
	Management/Supervisory/ Confidential	Judith Kanavle, President (absent)

*Agenda Approval*                      M/S (Nickerman/Myers) to approve the agenda as presented. The matter was approved via the following vote:

Ayes	Pinoli, Myers, Tomkins, and Nickerman
Noes	None
Abstentions	None
Absent	Martinez and Anderson

*Public Comments*                      • There were no comments from the members of the public.

*Introductions*                      Self-introductions were completed by the Foundation Board of Directors members present and the college Board of Trustees members present.

*How Trustees and  
Directors Can Help  
the College and the  
Foundation to*                      The board members and foundation directors reviewed the draft copy of the document presented and commented on the items included in the document. Tom Dow, Foundation Board Vice President stated he would like to include a #20 which would be “collaborate on the primary needs of the college”. He



## *Thrive*

added the focus of the Foundation can be better addressed as they understand the various needs of the institution going forward.

Trustee Myers recommended the Foundation contact the Ukiah High School Alumni program regarding getting their group involved with the Foundation.

Trustee Tomkins added he liked what Foundation Director Dow said regarding focusing on specific needs of the college and its students instead of just offering scholarships.

Foundation Director Chaney added that there are often many other student needs such as books, housing, etc.

Director Epstein asked questions regarding the Promise Program which were addressed by Interim Superintendent/President Cichocki and Vice President Velasco. Interim Superintendent/President Cichocki also informed the group about the Foundation's support for a monument sign. The Foundation approved \$100,000 to be used for the sign at their meeting on October 8, 2019.

Foundation Director Chaney also mentioned the recent donation from Adventist Health Ukiah Valley in support of the college's nursing program.

Foundation Board President Hardin added that during their discussion at the Foundation meeting yesterday, it was determined that a survey may be of help to identify students who may be interested in attending Mendocino College.

Trustee Pinoli also added that the number one goal of the college is to take care of all of our students.

Foundation Executive Director Fairbairn asked if the Board of Trustees sees an unmet need. Trustee Pinoli mentioned the number of housing insecure students as well as the need to fund the HEP program. He also stated he feels there is so much more we can be doing.

Trustee Pinoli asked for some further information about the adopt-a-fifth grader program and how it is designed. Director Fairbairn answered his questions regarding the program.

Trustee Pinoli asked the members present about whether the group would like to continue having these joint meetings. Both groups agreed they would like to continue the meetings on a semi-annual basis.

Foundation Director Chaney also thanked the college for completing the process to replace the open position in the Foundation office.

## *Adjournment*

With agenda business concluded, Board President Pinoli declared the meeting adjourned 3:20 PM.

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT**  
**MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES**

A regular meeting of the Mendocino-Lake Community College District Board of Trustees was convened on Wednesday, October 9, 2019 at Mendocino College, 1000 Hensley Creek Road, Ukiah, CA.

**GENERAL MATTERS**

*Call to Order & Pledge of Allegiance*      Trustee Pinoli, Board President, called the meeting to order at 4:00 PM which was followed by the Pledge of Allegiance led by Trustee Martinez.

<i>Board Members</i>	President	Robert Jason Pinoli	present
	Vice President	Marie L. Myers	present
	Clerk	Ed Nickerman	present
	Trustee	Xochilt Martinez	present
	Trustee	John Tomkins	present
	Trustee	TeMashio Anderson	present
	Trustee	vacant	
	Student Trustee	Aidan Lagorio	arrived at 4:50 PM

*Secretary*      Eileen Cichocki, Interim Superintendent/President

*Support Staff*      Mary Lamb, Executive Assistant to the Superintendent/President

*Staff Representatives*      Debra Polak, Vice President of Academic Affairs (present)  
Ulises Velasco, Vice President of Student Services (present)  
Nicole Marin, Director of Human Resources (present)

<i>Constituent Representatives</i>	Academic Senate	Catherine Indermill, President (present)
	Classified Senate	Jeana Thompson, President (present)
	Management/Supervisory/ Confidential	Judy Kanavle, President (present)

*Agenda Approval*      M/S (Nickerman/Myers) to approve the agenda as presented. The matter was approved via the following vote:

Ayes	Pinoli, Myers, Martinez, Tomkins, Anderson and Nickerman
Noes	None
Abstentions	None
Absent	None

*Minutes Approval*      M/S (Martinez/Nickerman) to approve the minutes of the regular Board meeting held on September 11, 2019 as presented. The matter was approved with the following vote:

Ayes	Pinoli, Martinez, Nickerman, Tomkins and Myers
Noes	None
Abstentions	Anderson
Absent	None

M/S (Martinez/Nickerman) to approve the minutes of the special Board meeting held on September 26, 2019 as presented. The matter was approved with the following vote:

Ayes	Pinoli, Martinez, Nickerman, Tomkins, Myers, and Anderson
Noes	None
Abstentions	None
Absent	None

*Public Comments on  
Closed Session Items*

- Lois O'Rourke, Mary Houghton, Cyndi Woskow, Mark Rausch and Toni Fort addressed the board regarding a cost of living adjustment for classified and STNC employees.
- Toni Fort also addressed the board regarding the start time of the Board meetings in the future.

**CLOSED SESSION**

The Board adjourned to Closed Session at 4:12 PM with Board President Pinoli stating items 2.1, 2.2 and 2.3 would be discussed in closed session.

**OPEN SESSION**

*Report of Action  
Taken in Closed  
Session*

The Board returned to open session at 4:56 PM with Board President Pinoli stating there was nothing to report out from closed session.

*Public Comments*

- Jackeline Orozco addressed the board and asked the Board to continue the ongoing support for the High School Equivalency Program (HEP).

**PRESIDENT AND ADMINISTRATION REPORT**

A written report was presented by Interim Superintendent/President Cichocki.

Interim Superintendent/President Cichocki added there is information included in the report regarding the HEP program and the MLACE funding of certain items. Vice President Polak updated the board regarding the request of the MLACE to help fund many of the services the HEP program previously covered.

Interim Superintendent/President Cichocki introduced Dave Johnston the college's new Director of Information Technology. She also added the Foundation has now allocated an additional \$30,000 to help fund the search for a new Nursing Director. They also approved \$100,000 which is to be used for a new digital monument sign at the corner of Hensley Creek and N. State Street.

Interim Superintendent/President Cichocki stated that the college is dealing with the current power outage which is now affecting the Lake Center which is being addressed by the emergency plan.

**CONSENT AGENDA**

M/S (Nickerman/Tomkins) Board of Trustees does hereby approve the Consent Agenda as presented. The consent agenda was approved with the following vote:

Ayes	Tomkins, Pinoli, Martinez, Nickerman, Anderson and Myers
Noes	None
Abstentions	None
Absent	None

Items with an asterisk \* were approved by one motion as the Consent Agenda.

### **Personnel**

*Consideration to approve the personnel list – Short-Term Non Continuing (STNC) Employees*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the employment of the short-term non-continuing (STNC) employees as submitted and presented at the meeting pending receipt of all necessary employment eligibility requirements.

*Consideration to approve the personnel list – Part-Time Faculty*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby approve the list of part-time faculty as submitted and presented at the meeting pending receipt of all necessary employment eligibility requirements.

*Consideration to ratify Retirement - Classified*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby ratify the retirement of Barbara Nobles, Center Assistant effective October 31, 2019.

### **Other Items**

*Fiscal Report as of August 31, 2019*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the fiscal report as of August 31, 2019 as presented.

*Donations*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby accept the donated items from Kevin Larkin and Lisa Rosenstreich as presented.

*Sale of Surplus Property*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby authorize the sale of the surplus property as listed on Attachment A and further authorizes staff to dispose of property with an insufficient value to defray the costs of arranging a sale in a manner consistent with the College's commitment to recycling.

*Academic Calendar*

\*RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt the 2020/2021 Academic Calendar as presented.

### **ACTION ITEMS**

*Contracts and Agreements – Quarterly*

After reviewing the information presented and discussion, the board took the following action:

*Ratification*

M/S (Myers/Tomkins) that the Mendocino-Lake Community College District Board of Trustees does hereby ratify the contracts and agreements as presented with the following vote:

Ayes	Tomkins, Myers, Pinoli, Martinez, Anderson and Nickerman
Noes	None
Abstentions	None
Absent	None

*Mendocino College  
Resolution in  
Support of  
California  
Community College  
Undocumented  
Student Action Week  
– Resolution 10-19-  
01*

After reviewing the information presented and discussion, the board took the following action:

M/S (Nickerman/Martinez) that the Mendocino-Lake Community College District Board of Trustees does hereby adopt resolution 10-19-01 in support of California Community College Undocumented Student Action Week as presented with the following vote:

Ayes	Tomkins, Myers, Pinoli, Martinez, Anderson and Nickerman
Noes	None
Abstentions	None
Absent	None

*Board Policies and  
Revisions – Second  
Reading*

After reviewing the information presented and discussion, the board took the following action:

M/S (Tomkins/Martinez) that the Mendocino-Lake Community College District Board of Trustees hereby adopts Board Policy 5140 as presented with the following vote:

Ayes	Tomkins, Myers, Pinoli, Martinez, Anderson and Nickerman
Noes	None
Abstentions	None
Absent	None

*Public Hearing –  
Appointment to Fill  
Trustee Area #1  
Vacancy – Time  
Certain – 5:15 PM*

Board President Pinoli opened the public hearing at 5:15 PM for the purpose of interviewing the potential trustee candidate to fill Trustee Area #1. The Board interviewed the candidate by asking a series of several predetermined questions.

There were no comments from members of the public regarding the candidate interviewed. The public hearing was then closed at 5:34 PM.

*Selection of  
Provisional Board  
Member – Trustee  
Area #1*

Upon completion of the candidate interviews and reviewing the information presented and discussion, the board took the following action:

M/S (Nickerman/Myers) that the Mendocino-Lake Community College District Board of Trustees does hereby appoint Noel O'Neill to fill the vacant position in Trustee Area #1 until the next election which will take place in November 2020.

Ayes	Tomkins, Pinoli, Nickerman, Myers and Anderson
Noes	None
Abstentions	Martinez
Absent	None

*Oath of Office* The Oath of Office was administered to Noel O'Neill. Trustee O'Neill then took his place at the table and assumed his role as Trustee for Area #1.

*Big Picture – Accreditation Update* Vice President of Academic Affairs Polak presented an update on the process, progress, and timeline for our upcoming accreditation visit.

### **INFORMATIONAL REPORTS**

*Multi-Year Budget Projections* An update of the out-year projections for the general fund unrestricted revenue and anticipated expenditures through the year 2024/25 was presented by Interim Superintendent/President Cichocki as information. This information is based on the Adopted Budget approved at the September 2019 meeting.

*Superintendent/President Search* Board President Pinoli requested the trustees create an ad hoc committee to work on a timeline for the Superintendent/President search. Trustee Martinez, and Trustee Tomkins volunteered with Trustee Pinoli leading the committee as chairperson. He also requested to have one of the Vice Presidents, one member from each of the constituent groups, and the Human Resources Director to complete the committee. He added this committee will meet prior to the regular November board meeting to develop a timeline for the Superintendent/President search.

Board President Pinoli also added that the full interview committee will be comprised of three members from the Board of Trustees, the Interim Superintendent/President (if she is not vying for the permanent position), the Vice President of Academic Affairs and the Vice President of Student Services, a student, two members from each constituent group (Academic Senate, Classified Senate, and Management/Supervisory/Confidential) a member of the Foundation, a community member, the Human Resources Director and the consultant.

*Mendocino College Foundation, Inc.* A written informational report was submitted by Katie Fairbairn, Executive Director of the Mendocino College Foundation.

*Constituents Group Reports* **Academic Senate**  
A written report was submitted by Academic Senate President Catherine Indermill. She also shared a copy of a flyer from the Science faculty regarding the Discover the Coast event at the Point Arena Field Station.

#### **Classified Senate**

A written report was submitted by Classified Senate President Jeana Thompson who stated she had nothing to add.

#### **Management/Supervisory/Confidential**

A written report was submitted by Management/Supervisory/Confidential President Judy Kanavle.

*Board Policy  
Additions and  
Revisions - First  
Reading*

Board policy 6100 – Delegation of Authority, Business and Fiscal Affairs and Board policy 6150 – Designation of Authorized Signatures were presented as information for review. Discussion and/or adoption of these policies will take place at the November 2019 board meeting.

**TRUSTEE COMMUNICATION**

*Board of Trustees  
Self-Evaluation*

Vice President of Academic Affairs Polak reviewed with the board their responses to the recently completed self-evaluation questions. She pointed out the areas of difference between the evaluations completed by the Board and those completed by the various staff members.

Items identified as urgent priorities by the board members included the following items:

- Superintendent/President
- New Trustees receive timely and individualized mentoring to the Board and the District
- The Board is appropriately involved with the accreditation process.

After discussion and review by the group, the board established the following goals and priorities for the 2019/2020 year:

- Provide and attend trainings for new and continuing board members including:
  - Board roles and protocols
  - Equity mindedness and student centered mindset
  - Staying current on California Community College initiatives
- Engage in accreditation process
- Establish and begin a process for selecting the next Superintendent/President

*Trustee Reports*

Trustees commented orally on their recent college-related activities.

Trustee Anderson stated he attended the Friends of the Lake Center group meeting.

Trustee Martinez said she was happy to hear about the funding from the Foundation for the monument sign.

Trustee Tomkins informed the group he attended the High School Equivalency Program (HEP) graduation.

Trustee O'Neill state he is very interested in the Effective Trustee conference.

*Future Agenda Items*

Future agenda items discussed and approved by the board members are as follows:

- The Institutional Self Evaluation Report (ISER) will be reviewed at the November meeting. Please review the report prior to the meeting so the board members can have an informed discussion.
- December – Construction program

*Adjournment*

With agenda business concluded, Board President Pinoli declared the meeting adjourned at 7:49 PM.

Submitted by:

Eileen Cichocki, Interim Superintendent/President  
Secretary, Board of Trustees



SUBJECT: PRESIDENT AND ADMINISTRATION REPORT

We are fast approaching the conclusion of the Fall 2019 semester and are getting ready for Spring 2020 priority registration, which will begin Monday, November 18. Our staff is diligently working to prepare and support our students as we continue to implement the changes associated with AB 705, the Chancellor's Vision for Success, and Guided Pathways.

We are happy to be back in the normal swing of things after having to cancel classes and normal operations during the two Pacific Gas and Electric (PG&E) **Public Safety Power Shutoffs** (PSPS) in October.

The Lake Center was closed from October 9 to 11 and all college locations were closed from October 26 to 30. This caused a major disruption of our instructional programs. It also resulted in the need to cancel events such as our Día De Muertos celebration, final performances of the play *Wildfire*, and reschedule the live broadcast of War of the Worlds. A tremendous amount of effort went into preparing for events that ultimately had to be cancelled, which is very disheartening and disappointing. Information from PG&E was very vague and non-committal and therefore college administration assessed the situation on a day to day basis in order to determine when the college would be able to re-open. Communication with students and staff went well, via text, email, Facebook, and the college website. The college had a plan in place in advance for staff and managers to take shifts to monitor all four locations for safety during the outages. Our preplanning paid off and we handled the situation well. I would like to thank the 20 plus Classified and Management Team members who worked during the outage. I would also like to thank the facilities and IT teams who brought the systems down prior to the outage and back online after power was restored. This went smoothly and allowed getting back to instruction as soon as possible while protecting our technology and building systems.

In addition to the normal meetings and events of the college throughout the past month, I have participated in a number of other noteworthy activities including:

- The college was invited to present to the local chapter of the **American Association of University Women** (AAUW), a nonprofit organization that advances equity for women and girls through advocacy, education, philanthropy, and research. I presented an update of major college initiatives and data about how female students succeed at Mendocino College. A few of our faculty members were also in attendance. Reid Edelman, Theatre Program Director, presented information about the Phoenix Project, Steve Cardimona, Earth Science Instructor, gave an overview of the Coastal Field Station and Chris Ineich, Agriculture Instructor, did a presentation about Climate Change.
- I attended the **Adventist Health Community Advisory Committee** meeting. One of the topics covered was about how the hospital responded well to community needs during the recent power outages.
- I participated in the **Healthy Mendocino Advisory Council** meeting. Three initiatives were discussed including mental health, housing, and workforce development. The Council has the difficult task of deciding which one of these important initiatives should be the focus of Healthy Mendocino over the next year.

- I was invited to speak with Steve Hixenbaugh's **Introduction to Business** class. I shared with students my educational and career path from community college student to Interim Community College President.
- I attended the **Disability Awareness Roundtable** hosted by Tascha Whetzel, Learning Disability Specialist. Attendees included representatives from many organizations throughout the region who provide services to those with disabilities. I provided an update on key college initiatives. Additionally, I highlighted the progress the college has made to reduce physical barriers and the plan in place for future improvements. The college also has a group working on bringing experts to campus to provide a training on how to make ADA compliant electronic communications. This includes instructional documents for students as well as anything we post to the college website.
- I attended the **Lake County Friends of Mendocino College** affiliate meeting at the Lake Center.
- I attended a meeting of the **County-Wide Oversight Board** for the Mendocino County Successor Agencies to the Mendocino County Redevelopment Agencies where I serve as a member of the board appointed by the Chancellor's Office.

In order to create a more efficient **campus signage** program, we are working with a local vendor to design and install new building number signs at our Ukiah campus that will be visible to all. One of the main goals of this project is to provide first responders with a clear way to recognize specific locations on campus when emergency situations arise.

I would like to thank the Foundation for voting to fund the **digital monument** sign that will be placed at the corner of Hensley Creek and State Streets. This project has been in the design phase for some time and will not only provide the college more visibility but will also add another outlet to post important announcements for students and promote events and activities happening on campus. We are currently reviewing various proposals from different vendors and our goal is to have the sign built and installed sometime in the Spring of 2020.

The cost of **health care claims** for college plan participants has continued to increase. The claims for the first three months of this fiscal year, July to September, have averaged \$1,887.23 per month per plan participant. A budget of \$1,700 per month was assumed in the Adopted Budget. Actual claims will continue to be monitored closely to determine if a budget revision will be necessary. More information on the history and status of the college health plan can be found in item #9.2 of this agenda.

## **Academic Affairs**

Despite almost a week without power, the **Spring 2020 class schedule** went live online November 4 - within one business day of our original deadline. The Deans, Rebecca Montes, Dennis Aseltyne, and Amanda Xu collaborated collectively and with faculty to build a districtwide schedule, including online and hybrid classes, dual enrollment at almost every high school in our district, a class in the Lake County Jail, basic skills and ESL classes at adult schools, and of course, classes at all of our regular locations.

The **Guided Pathways Implementation Leadership** team has been sponsoring a series of Equity Minded professional development opportunities for faculty this fall. This series continues with the next being a presentation by Euline Olinger, Ed.D. on Friday, November 15. Euline will present findings from her dissertation work and lead faculty in a conversation about serving post-traditional

learners. Olinger's research investigated the experience of post-traditional learners at community colleges and how the nature of their interactions with faculty affected their sense of validation. Her presentation will explore the following questions: What do post-traditional student learners say about their faculty-student interactions? What are the impacts of these interactions to the students and their success? Faculty will also discuss how to promote student success in light of her findings.

For the third year, the **Mendocino College Fire Science Department** will offer basic, entry level wildland firefighting training for individuals who are seeking a career with state, federal, and local fire departments. Upon successful completion of FSC -68, students will receive a Cal Fire Basic Firefighting Certificate. Class will meet Monday-Friday 8 am -5 pm beginning January 21, 2020 through March 20, 2020 at the Cal Fire Howard Forrest Training Center.

Our **Physical Therapist Assistant (PTA) program** will be informed by the Commission on Accreditation for Physical Therapist Assistant (CAPTE) by November 15 about being approved for national candidacy accreditation. The PTA program advisory met November 4 to discuss the December orientation plans for the first cohort of 24 PTA students accepted into the program which begins January 2020. The PTA program is a four-semester hybrid online and on ground program funded by Strong Workforce and is a partnership with Shasta College. The PTA program's health education model is the first of its kind in California.

The **Coast Center Friends** and **Mendocino College Foundation** hosted the Bites and Brews fundraiser Sunday, November 10, raising funds for Adopt a 5th grader and Coast Center student scholarships. These fundraisers make a lasting impact on the lives of Coast Center students, allowing for educational obtainment that would not otherwise be possible. The Coast Center is also excited to be offering the first Mendocino College sponsored dual enrollment course at Point Arena High School. Although out of the Mendocino College district, approval from Santa Rosa Junior College has allowed the Coast Center to initiate development of Mendocino College dual enrollment courses for Spring 2020.

The **Lake Center** has held several successful events in October and early November, including Theatre performances of Chicago, Halloween at the Lake Center, and the College & Transfer Fair. Highlights for the upcoming Spring 2020 semester include: CCS 100 Career Planning Success will be offered at the Lake County Jail, 11 dual and concurrent enrollment classes will be offered at the three Lake County high schools, and several night Career Education classes will be held in the areas of business, computer science, child development, and Emergency Medical Technician (EMT).

The **North County Center** is excited to be moving forward with another Weekends to Success offering for Spring 2020. The Weekends to Success program aims to offer high value hybrid courses that meet once or twice a month, in order to serve working adults, high school students, and potential students in the outermost reaches of our district. Some of the Spring 2020 offerings include math, computer science, anthropology, history, and child development. The North County Center also recently hosted its first dual enrollment faculty orientation in an effort to solidify dual enrollment offerings and create clear pathways from high school to Mendocino College certificates and degrees.

### **Student Services & Community Outreach**

Vice Presidents Debra Polak and Ulises Velasco have continued to work with the Mendocino Lake Adult & Career Education (ML ACE) consortium and **High School Equivalency Program (HEP)** Manager Jackeline Gonzalez de Orozco to find ways to collaborate in extending services for migrant students pursuing their high school equivalency beyond the current semester. A plan has been

developed that will allow current non-HEP students pursuing their equivalency to receive support and services through the Spring 2020 semester. HEP has also submitted a request for an extension of the grant through the Spring 2020 semester that may further allow us to provide additional support for students. The Vice Presidents have emphasized the need to consider incorporating support and services for the population currently served by HEP by partners in the ML ACE consortium.

Mendocino College will co-host the 5<sup>th</sup> **COLEGAS summit**, along with Santa Rosa Junior College, at their Santa Rosa campus on Saturday, November 10. COLEGAS, which stands for California Community Colleges Organización de Latinx Empowerment, Guidance, Advocacy for Success, is a new statewide organization. It is comprised of Latinx professionals who, through intentional advocacy and coalition building, lead and influence transformative systemic change within the California Community College system. They seek to foster and empower Latinx professionals through mentorship, networking, and professional development to ascend and assume leadership roles at the highest influential levels to eradicate systems of oppression to provide opportunities and close the equity gap for Latinx students in higher education. Vice President Velasco and Director of Institutional Effectiveness, Research and Grants Minerva Flores were involved in the planning and organization of the event. Vice President Velasco will be providing a welcome to the summit and First Year Institute (FYI) Program Manager Monica Flores will moderate a student panel composed of Mendocino College HEP students. This important professional development opportunity, which will be attended by several Mendocino College faculty, students, and staff, further enhances Mendocino College's role in promoting social justice efforts and our commitment to sustain those efforts. It is expected that over 150 attendees will be present from throughout the California Community College System.

Throughout the month of October, the **Financial Aid** Office has been visiting high schools in our district to assist seniors in completing the FAFSA and/or Dream Act Application. To date, they have assisted 238 students in completing the application at their local high school.

**Extended Opportunity Programs and Services (EOPS)** staff, Nancy Heth, Juvenal Vasquez, Fernando Calderon, Emily Hashemian, and Yuliana Sandoval attended the CCCEOPSA (California Community College EOPS Association) Conference held in Palm Springs October 22-24. The theme of the conference was "50 Years of Student Success, Looking Back to Move Forward". During the conference, the staff attended sessions about best practices to better serve our growing EOPS student population. They also received an update from Legislative Advocacy and the Chancellor's Office.

The Counseling Department, in collaboration with other Student Services departments, Marketing, and Outreach, worked to prepare and host another very successful **College and University/Transfer Day** event on October 8. This event continues to grow and engages the campus community, our local high schools, and our community at large. There were 20 Colleges and Universities present and the feedback from all of the representatives about their experience was very positive. Equally, the high schools that attended were very appreciative having had opportunity to bring their students to our campus, hear about Mendocino College and the other postsecondary options available to their students. In total, seven high schools participated with approximately 180 students and their chaperons in attendance. Once again, we were lucky to have Savings Bank of Mendocino County host a hot dog BBQ for all the participants. Unfortunately, this year's College and University Day conflicted with a similar Ukiah High School (UHS) event being held on the same day. Due to the start time of UHS's event, our visiting College/University representatives as well as Mendocino College's outreach team, financial aid and other staff had a short turn-around time to transition from one event to the other. This was noted as a concern by some of our visiting college/university representatives. We plan to work with UHS to ensure there is better coordination for next year.

Mendocino College's Counseling, Outreach and Financial Aid staff attended Ukiah High School's **Senior Day** Event on October 16. This event consisted of various workshops such as career exploration, resume/interview skills, financial aid, scholarships, and information about the general college application processes.

During the month of October, our college hosted **information booths** at both the Ukiah Pumpkin Fest and the Fry Bread Cook Off in order to build community awareness about the programs and services we offer. We also attended the Job Fair at Coyote Valley Casino in order to promote the positions we're currently recruiting for through our Human Resources department.

The **College Assistance Migrant Program** (CAMP), EOPS, and FYI participated in a field trip on October 11 to the University of the Pacific (UOP) and California State University (CSU) Stanislaus. A total of 23 students and staff attended. The students toured the campuses and received information from the different academic departments and student support services available. Students also had the opportunity to eat in the university dining hall at UOP. The campus hosts, both at UOP and CSU Stanislaus, were delighted to meet and host our students and look forward to more visits and transfers from Mendocino College.

Vice President Velasco and Mendocino College Foundation Executive Director Katie Fairbairn attended the **PromiseNet** 2019 conference at UC Berkeley on November 4-5. PromiseNet brought together hundreds of education and civic leaders, policy makers, practitioners, philanthropists, and researchers from across the country to spark ideas, energy, and action to strengthen and build on the Promise initiatives. There was a focus on best-practices and making connections with other municipalities and institutions of higher education to partner in the sharing of successes and presenters provided insight about some of the pitfalls to avoid.

## **Upcoming Events**

### **Veterans Day**

On Wednesday, November 13 from 11:30 am to 2:30 pm, Mendocino College will hold a Veterans Resource Fair along with the Grand Opening of the Career Hub and Veteran's Resource Center (VRC). The Career Hub is the re-introduction to campus of a career center after several years without one. Located in MacMillan Hall Room 1250, the Career Hub will provide students with assistance on how to create a resume, dress for interviews, and answer common job interview questions. They will also provide free career assessments and link students with local employers. The Veteran's Resource Center, located in MacMillan Hall Room 1240, offers a space for veterans to connect with other veterans over a cup of coffee, conduct small study groups, access computers for completion of homework, receive information about educational benefits to which they may be entitled and assistance in applying for educational benefits. The VRC was previously located in Lowery, but the new location provides more space for students to utilize and brings it closer in proximity to other student services. The Grand Opening/Resource Fair will include an opening ceremony with the Ukiah Band followed by a Veteran Students Panel. The focus of the event will be overall wellness: physical, emotional, financial, and social. Over 20 community partners have signed up to share information about Veteran Resources, Career Opportunities, and overall wellness. This special event will also include a free lunch prepared by the Mendocino College Culinary Arts Department and a chance to win prizes for those who attend and actively participate.

### **Native American Heritage Celebration**

In order to honor Native American Heritage month, Mendocino College will host their annual Native American Heritage Celebration in the Lowery Student Center at the Ukiah campus on Thursday,

November 14 from 4 pm to 7 pm. This free event will include an entertaining evening of traditional Native dancing by Shokawah Ke, crafts, games, and cultural activities, which will include a display of historical artifacts and photos that provide a history of the culture of Mendocino and Lake County tribes. Free Indian tacos will also be served. The event will begin with a traditional Native American blessing and welcome, followed by a keynote address from Sonny J. Elliott Sr., Chairman of the Hopland Band of Pomo Indians, who will speak to the importance of education in the tribal community.

### **Firescaping at the Wildland Urban Interface**

The Mendocino College Agriculture Department is hosting “At the Wildland Urban Interface” with Douglas Kent, author, Instructor at CalPoly Pomona in a conversation about firescaping and managing wildlands near urban areas. Douglas Kent has written 6 books, is an expert in ecological land management and landscaping for fire safety. His work appears in the LA times, Fine Gardening, Sunset Magazine, National Wildlife, as well as on HGTV and CNN Comcast. He will present in the Little Theater on November 21 from at 6:30 to 8 pm.

### ***Arise!***

In conjunction with *The Phoenix Project*, Mendocino College Repertory Dance Company presents *Arise!* November 21-24, 2019 in Mendocino College’s Center Theatre at the Ukiah Campus. Five new dance works that respond to ideas of community rebuilding and recovery, loss, fear, and stress brought about by the disaster of wildfires. Four professional choreographers, local and national, draw on their art form to explore the concerns that arise from the ashes after the fires, creating their own personal phoenix. All performances begin at 7:30 pm, with the exception of Sunday, November 24, which will begin at 2 pm. An opening gala will be held prior to the Friday, November 22 performance, doors will open at 6:30 pm.

### **Athletics**

Fall sports are winding down as women’s volleyball and men’s and women's soccer are now completing their seasons. We are very proud of our student’s accomplishments this fall and how they represented Mendocino College! Both men’s and women's basketball seasons begin this month and we look forward to a great season for both teams.

SUBJECT: EMPLOYMENT – SHORT-TERM NON-CONTINUING (STNC)  
EMPLOYEES

SYNOPSIS:

Approval/ratification of employment of short-term non-continuing (STNC) employees is requested.

RECOMMENDATION:

The Interim Superintendent/President recommends approval of this Board item as presented.

ANALYSIS:

Education Code 88003 authorizes a governing board to hire short-term (temporary, hourly) employees for less than 75% of a school year, up to 180 days.

Education Code 70902(d) permits a governing board to adopt a rule delegating the authority to hire short-term employees to the Superintendent/President, or designee. This district has adopted such a rule in Policy No. 703.

EC 88003 was amended to require districts to specify at a regularly scheduled Board meeting the service to be performed, as well as the start and end dates of the service.

*Reference Board Policy 703, Employment of Short-Term, Substitute Employees*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College Board of Trustees hereby approves/ratifies the employment of the short-term non-continuing (STNC) employees as presented pending receipt of all necessary employment eligibility requirements.

## Short Term Non Continuing (STNC) Employees

(Individual assignments may not exceed 180 days within the start and end date)

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Department</b>	<b>Start Date</b>	<b>End Date</b>
Gallardo	Maricela	Learning Center Assistant	Learning Center	10/21/2019	11/29/2019
Katz	Amanda	Theatre-Stage Hand	Theatre Arts	10/20/2019	10/27/2019
Klimist-Zingo	Martha	Learning Center Asst.	Learning Center	10/2/2019	11/29/2019
Lopez	Paola	Outreach Specialist	North County Center	10/15/2019	5/30/2020
Rosiles	Lorena	Tutor	Student Services	8/19/2019	6/30/2020
Sanchez	Jessica	FYI/CAMP Admin. Asst.	Student Services	10/5/2019	6/30/2020
Shimada	Machiko	Learning Center Asst.	Learning Center	10/9/2019	11/29/2019
Shrum	Amber	Learning Center Asst.	Learning Center	12/2/2019	5/22/2019
Vargas	Elisa	Program Assistant I	Athletics	12/01/2019	03/01/2020

## Student Employees

(Individual assignments may not exceed 180 days within the start and end date)

<b>Last Name</b>	<b>First Name</b>	<b>Position</b>	<b>Department</b>	<b>Start Date</b>	<b>End Date</b>
Altamirano	Ricardo	Tutor	Student Services	8/19/2019	6/30/2020
Ceja-Valencia	Yessenia	Tutor	Student Services	8/19/2019	6/30/2020
Gallegos	Carmen	Tutor	Learning Center	11/14/2019	12/13/2019
Hernandez Gonzalez	Jorge	Tutor	Student Services	8/19/2019	6/30/2020
James	Emerald	Tutor	Native American Resource Center	11/14/2019	12/13/2019
Lazaro	Caitlin	Tutor	Veteran Resource Center	9/30/2019	12/13/2019
Valdespino-Avalos	Gisselle	Tutor	Student Services	08/19/2019	06/30/2020



SUBJECT: VOLUNTEERS

SYNOPSIS:

Approval of volunteers

RECOMMENDATION:

The Interim Superintendent/President recommends this item be approved as presented.

ANALYSIS:

Individuals may volunteer their services to the District, but only authorized volunteers approved by the administration and the Governing Board are entitled to workers' compensation benefits. No volunteers are agents of the District. (Labor Code 3364.5; Board Policy No. 702) The following volunteers approved by the administration are recommended for Board approval:

<i>Name</i>	<i>Assignment</i>	<i>Assignment Dates</i>
Elish England	Assist in modeling the language, classroom activities, and other classroom duties as needed. Assist students as needed	8/21/19 – 12/09/2019
Alyssa Ford	Assist with classroom activities. Help students as needed	8/23/19 – 12/11/2019
Shane Hutchings	Greenhouse nursery work, landscaping, various other tasks	11/14/2019 – 06/29/2020
Shane Hutchings	As a member of the FMCCFSNS affiliate, will participate in work projects and/or educational activities at the coastal field station	11/14/2019 – 06/30/2020
Courtney Wagner	As a member of the FMCCFSNS affiliate, will participate in work projects and/or educational activities at the coastal field station	11/14/2019 – 06/30/2020

*Reference Board Policy 702, Volunteers*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby approves the list of volunteers as presented.

SUBJECT: EMPLOYMENT – CLASSIFIED

SYNOPSIS:

Employment of a Native American and Other Populations Outreach and Support Specialist

RECOMMENDATION:

The Interim Superintendent/President recommends approval of this Board item as presented.

ANALYSIS:

Malissa Donegan  
Native American and Other Populations Outreach and Support Specialist  
Effective: November 18, 2019

*Reference Board Policy 7120, Recruitment and Hiring*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby employs Malissa Donegan, Native American and Other Populations Outreach and Support Specialist, effective November 18, 2019, pending receipt of all necessary employment eligibility requirements.

SUBJECT: RETIREMENT - FACULTY

SYNOPSIS:

Retirement – Faculty

RECOMMENDATION:

The Interim Superintendent/President recommends that this item be ratified as presented.

ANALYSIS:

Frances Laughton  
Nursing Director  
Effective: December 13, 2019

*Reference Board Policy 7350, Resignations*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the retirement of Frances Laughton, Nursing Director effective December 13, 2019.

SUBJECT: MANAGEMENT/CONFIDENTIAL/SUPERVISORY TENTATIVE MEET  
AND CONFER AGREEMENT, 2019/20

SYNOPSIS:

2019/20 Tentative Agreement between the Mendocino-Lake Community College District and the Management/Supervisory/Confidential Constituent Group (Herein referred to as "Management Team")

RECOMMENDATION:

The Interim Superintendent/President recommends that this item be ratified as presented.

ANALYSIS:

The District and The Management Team representatives recently reached agreement on the attached Meet and Confer Agreement regarding 2019/20 handbook revisions and salary schedule adjustment.

The main economic agreement is a 4.5% pay increase effective 7/1/2019. This is the same increase that was agreed to with the full time faculty union (MCFT). As a reminder, agreements with employee groups in 2018/19 were for a 2.71% off schedule (one-time) increase. This 4.5% puts the 2.71% on schedule (on-going) and adds an additional 1.79% increase for 2019/20. The Management Team also agreed that the management representative to the Health Benefits Committee will join with other employee units to review various cost containment measures which may assist in reducing the increasing cost of health care expenses.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2019/20 Tentative Agreement between the Mendocino-Lake Community College District and the Management Team.

**2019/20 Meet and Confer Agreement**  
**October 24, 2019**

Meeting of: Judy Kanavle, Matt Gordon, and Eileen Cichocki

**Salary Increase:**

- Permanent Increase to salary schedule of 4.5%, on schedule starting July 1, 2019.
- December 2019 paycheck will reflect the increased schedule and will include a retroactive payment for the 4.5% salary increase for July 1, 2019 to November 30, 2019.

**Other Benefits:**

- Increase Educational Stipend:
  - Increase annual individual limit from \$1,000 to \$2,000.
  - Increase the lifetime individual reimbursement total from \$3,000 to \$4,000.
  - Maximum annual for the group will remain at \$15,000.
- Confidential employees are not to be harmed by being included in MSC. Therefore, they are to receive the benefits of either MSC or Classified, whichever is greater. Adjustment is necessary to one confidential employees' vacation accrual retro to July 1, 2018.
- MSC representative to the Health Benefits Committee will join with other employee units to review various cost containment measures which may assist in reducing the increasing cost of health care expenses. Coverage will be maintained with cost containment and fiscal sustainability considerations.

**Other Discussion Items:**

- MSC will create a proposed process for how professional development dollars are allocated to MSC staff members on an annual basis including total funds available and how priorities are selected. As part of that process, ultimate approval of these requests will be made by the President/Superintendent.
- District will update MSC handbook.

**District Requested Items:**

- Change the name of our constituency group from "Management/Supervisory/Confidential" to "Management Team" to reflect that we are one cohesive group.
- Extended Sick Leave: Strike sentence "An employee may use vacation leave to supplement the 50% paid sick leave to receive full pay." This is not allowed under Ed Code 88196. The District negotiated this language out of the SEIU contract in 18/19.

SUBJECT: VICE PRESIDENT SALARY SCHEDULE 2019/20

SYNOPSIS:

2019/20 salary schedule adjustment between the Mendocino-Lake Community College District and the Vice Presidents reflects the equivalent salary adjustment offered to the Management Team (previously referred to as M/S/C).

RECOMMENDATION:

The Interim Superintendent/President recommends that this item be ratified as presented.

ANALYSIS:

Vice President of Academic Affairs

Debra Polak

Increase of salary schedule by 4.5% effective July 1, 2019

Vice President of Student Services

Ulises Velasco

Increase of salary schedule by 4.5% effective July 1, 2019

Assistant Superintendent/Vice President of Administrative Services

Eileen Cichocki

Increase of VP salary schedule by 4.5% effective July 1, 2019

*(The pay for Eileen Cichocki will only reflect the above retro adjustment for the month of July 2019 while her compensation was calculated on the VP schedule. Her contract rate as Interim Superintendent/President will not change).*

The economic agreement is a 4.5% pay increase effective 7/1/2019. This is the same increase that was agreed to with the full time faculty union (MCFT) and the Management Team. As a reminder, agreements with employee groups in 2018/19 were for a 2.71% off schedule (one-time) increase. This 4.5% puts the 2.71% on schedule (on-going) and adds an additional 1.79% increase for 2019/20.

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby ratifies the 2019/20 salary schedule adjustment between the Mendocino-Lake Community College District and the Vice Presidents.

SUBJECT: FISCAL REPORT AS OF SEPTEMBER 30, 2019

SYNOPSIS:

A report on District fiscal data as of September 30, 2019

RECOMMENDATION:

The Interim Superintendent/President recommends this item be approved as presented.

ANALYSIS:

The fiscal report as of September 30, 2019 is submitted as information. The Board of Trustees is requested to accept the report.

*Reference Board Policy 6300, Fiscal Management*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accept the fiscal report as presented.

Mendocino-Lake Community College District  
General Fund  
2019/20 Fiscal Report as of September 30, 2019

		2019/20 Working Budget	Year-to-date Actuals	Balance	% Rec/Exp
<b>REVENUE</b>					
	Beginning Fund Balance	7,001,287			
FEDERAL	Federal Forest Reserve	30,000	\$0	\$30,000	0%
	Federal Work Study	63,022	4,547	58,475	7%
	CAMP	484,762	42,073	442,689	9%
	PELL Grant Administration	7,500	750	6,750	10%
	HEP	264,658	63,130	201,528	24%
	HSI	596,131	45,958	550,173	8%
	CTEA	184,364	0	184,364	0%
	Other Federal Revenue	16,662	0	16,662	0%
	<b>TOTAL FEDERAL SOURCES</b>	<b>1,647,099</b>	<b>\$156,458</b>	<b>\$1,490,641</b>	<b>9%</b>
STATE	State General Apportionment	9,500,321	\$2,660,090	\$6,840,231	28%
	Education Protection Account	2,823,818	705,954	\$2,117,864	25%
	Board of Governors Grant	38,099	10,668	27,431	28%
	Student Equity and Achievement	1,962,650	953,847	1,008,803	49%
	Part-time Faculty Office Hours	9,000	0	9,000	0%
	FT Faculty Hiring	109,098	30,547	78,551	28%
	Part-time Faculty Compensation	111,516	31,224	80,292	28%
	AEBG Adult Education Block Grant	2,049,971	872,359	1,177,612	43%
	CTE Strong Workforce Program	1,890,645	1,253,472	637,173	66%
	Other Categorical Apportionments	202,909	118,702	84,207	59%
	TANF	38,423	0	38,423	0%
	DSPS	396,115	110,912	285,203	28%
	CALWORKS	199,893	67,009	132,884	34%
	BFAP	165,325	46,291	119,034	28%
	EOPS	547,452	153,287	394,165	28%
	EOPS CARE	71,283	19,959	51,324	28%
	MESA	94,438	0	94,438	0%
	Other Categorical Program Allowances	438,991	229,844	209,147	52%
	State Subventions	211,829	0	211,829	0%
	Lottery	575,503	0	575,503	0%
	Mandated Cost Reimbursements	73,473	0	73,473	0%
	Other State Revenue	394,935	389,934	5,001	99%
	<b>TOTAL STATE SOURCES</b>	<b>21,905,687</b>	<b>\$7,654,099</b>	<b>\$14,251,588</b>	<b>35%</b>
LOCAL	Property Taxes	10,570,456	\$0	\$10,570,456	0%
	Local Contributions/Grants/Donations	139,268	11,000	128,268	8%
	Contract Instructional Services	19,000	0	19,000	0%
	Rents/Leases (Facilities Use)	66,000	13,230	52,770	20%
	Interest	104,000	0	104,000	0%
	Community Extension	7,738	465	7,273	6%
	Student Fees	1,135,880	720,065	415,815	63%
	Bookstore Commission	30,000	5,773	24,227	19%
	Other Local Revenue	330,766	246,619	84,147	75%
	<b>TOTAL LOCAL SOURCES</b>	<b>12,403,108</b>	<b>\$997,152</b>	<b>\$11,405,956</b>	<b>8%</b>
<b>TOTAL REVENUES</b>		<b>35,955,894</b>	<b>\$8,807,709</b>	<b>\$27,148,185</b>	<b>24%</b>
<b>TOTAL RESOURCES AVAILABLE</b>		<b>42,957,181</b>			
<b>EXPENDITURES</b>					
	Certificated Salaries	11,593,867	\$2,293,510	\$9,300,357	20%
	Classified Salaries	6,550,906	1,483,212	5,067,694	23%
	Benefits	7,760,344	1,666,360	6,093,984	21%
	<b>Subtotal Personnel Costs</b>	<b>25,905,117</b>	<b>\$5,443,082</b>	<b>\$20,462,035</b>	<b>21%</b>
	Supplies	1,346,545	\$211,468	\$1,135,077	16%
	Services	6,277,451	1,040,014	5,237,437	17%
	Capital Outlay	365,875	94,840	271,035	26%
	Transfers/Other Outgo	2,007,398	372,034	1,635,364	19%
<b>TOTAL EXPENDITURES</b>		<b>35,902,386</b>	<b>\$7,161,438</b>	<b>\$28,740,948</b>	<b>20%</b>
	Ending Fund Balance	7,054,795			
<b>TOTAL EXPENDITURES/CONTINGENCY</b>		<b>42,957,181</b>			



SUBJECT: DONATIONS

SYNOPSIS:

Acceptance of donations to Mendocino College as follows:

2001 Honda Civic donated by Vivian Varela  
2006 Volvo V70 donated by Georgia and Deb Attaway

RECOMMENDATION:

The Interim Superintendent/President recommends acceptance of the donations.

ANALYSIS:

The automobiles are being donated to Mendocino College for the Auto Tech Club. They will be used for lab activities, components, or repaired and sold with proceeds going to the Auto Tech Club. Auto Tech Club funds are used for book scholarships for ongoing auto students and for purchase of automotive tools and supplies.

A thank you letter will be sent to each donor.

*Reference Board Policy 609, Donations and Gifts*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the above donations to Mendocino College by Vivian Varela, and Georgia and Deb Attaway.

SUBJECT: SALE OF SURPLUS PROPERTY

SYNOPSIS:

Board of Trustees authorization requested for the sale of surplus property.

RECOMMENDATION:

The Interim Superintendent/President recommends authorization of the sale of surplus property.

ANALYSIS:

The District recommends for disposition by sale the surplus property as listed on Attachment A. None of the items listed on Attachment A exceeds the value of One Thousand Dollars (\$1,000). This is a comprehensive list of what is now surplus. The District reserves the right to remove from surplus any and/or all items subsequently found to be useful elsewhere in the District.

*Reference Board Policy 613, Disposition of Property*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby authorize the sale of the surplus property as listed on Attachment A and further authorizes staff to dispose of property with an insufficient value to defray the costs of arranging a sale in a manner consistent with the District's commitment to recycling.

**ATTACHMENT A**

<b>Date</b>	<b>Dept.</b>	<b>Description</b>	<b>Model No.</b>	<b>Serial No.</b>	<b>MC ID No.</b>
10/4/2019	IT	Computer	Optiptex 790	2W3CLS1	1112000091
10/4/2019	IT	Computer	Optiptex 791	C1J4LS1	1112000132
10/4/2019	IT	Computer	Optiplex 380	6PJFJQ1	1010000025
10/4/2019	IT	Computer	Optiplex 380	6PKFJQ1	1010000022
10/4/2019	IT	Computer	Optiplex 755	8LXPRH1	0809000090
10/4/2019	IT	Computer	Optiplex 790	2W1HLS1	1112000178
10/4/2019	IT	Computer	Optiplex 780	820LLP1	1010000010
10/4/2019	IT	Computer	Optiplex 790	C1J6LS1	1112000133
10/4/2019	IT	Computer	Optiplex 790	C1JSLS1	1112000142
10/4/2019	IT	Computer	Optiplex 360	GC7VLL1	0910000063
10/4/2019	IT	Computer	Optiplex 380	HZ5CHQ1	1010000013
10/4/2019	IT	Computer	Optiplex 320	DXQ09XC1	0607000308
10/4/2019	IT	Computer	Optiplex 755	GLXPRH1	0809000096
10/4/2019	IT	Computer	Optiplex 790	2VZDLS1	1112000106
10/4/2019	IT	Computer	Optiplex 745	D31FVC1	0607000260
10/4/2019	IT	Laptop	Latitude D410	CWGR91	0506000032
10/4/2019	IT	Switch	Fortigate 800	FGT80026055000250	0607000127
10/4/2019	IT	Firewall	Cisco Pix	44405401864	01020069
10/4/2019	IT	Switch	RadVision L2W-323	118070201	00010567
10/4/2019	IT	Switch	Cisco ASA 5510	JMX1049K225	0607000409
		Rack-mounted			
10/4/2019	IT	Server	Aberdeen		0809000037
10/4/2019	IT	Printer	HP Laserjet 4300tn		0405000179
10/4/2019	IT	Printer	HP Laserjet P4515tn	CNDX233832	0809000324
10/4/2019	IT	Smart Monitor	Sympodium ID250	4DFP00212	0405000194
10/5/2019	IT	Smart Monitor	Sympodium ID251	4JFF00367	0405000472

SUBJECT: QUARTERLY FISCAL STATUS REPORT – AB 2910

SYNOPSIS:

A report on the District fiscal status as of September 30, 2019.

RECOMMENDATION:

The Interim Superintendent/President recommends the Board of Trustees accept this report.

ANALYSIS:

This quarterly fiscal report for the first quarter of the 2019/20 fiscal year reflecting data as of September 30, 2019 is submitted as information. The Board of Trustees is requested to accept the report.

*Reference Board Policy 6300, Fiscal Management*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees hereby accepts the quarterly fiscal status report as presented.

CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

**VIEW QUARTERLY DATA**

**CHANGE THE PERIOD** ▼

**Fiscal Year: 2019-2020**

**District: (140) MENDOCINO-LAKE**

**Quarter Ended: (Q1) Sep 30, 2019**

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2016-17	Actual 2017-18	Actual 2018-19	Projected 2019-2020

**I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

A.	<b>Revenues:</b>				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	23,305,497	24,632,885	26,128,614	25,624,042
A.2	Other Financing Sources (Object 8900)	0	0	0	0
A.3	<b>Total Unrestricted Revenue (A.1 + A.2)</b>	23,305,497	24,632,885	26,128,614	25,624,042
B.	<b>Expenditures:</b>				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	21,964,771	23,322,260	25,431,473	24,995,739
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	561,969	500,793	502,361	570,972
B.3	<b>Total Unrestricted Expenditures (B.1 + B.2)</b>	22,526,740	23,823,053	25,933,834	25,566,711
C.	<b>Revenues Over(Under) Expenditures (A.3 - B.3)</b>	778,757	809,832	194,780	57,331
D.	<b>Fund Balance, Beginning</b>	4,971,004	5,749,761	6,559,593	6,755,399
D.1	Prior Year Adjustments + (-)	0	0	0	0
D.2	<b>Adjusted Fund Balance, Beginning (D + D.1)</b>	4,971,004	5,749,761	6,559,593	6,755,399
E.	<b>Fund Balance, Ending (C. + D.2)</b>	5,749,761	6,559,593	6,754,373	6,812,730
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	25.5%	27.5%	26%	26.6%

**II. Annualized Attendance FTES:** This data is being captured in CCFS-320 and is no longer required here.

G.1	Annualized FTES (excluding apprentice and non-resident)				
-----	---	--	--	--	--

III. Total General Fund Cash Balance (Unrestricted and Restricted)		As of the specified quarter ended for each fiscal year			
		2016-17	2017-18	2018-19	2019-2020
H.1	Cash, excluding borrowed funds		400,984	6,858,743	5,214,180
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	4,883,378	400,984	6,858,743	5,214,180

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	<b>Revenues:</b>				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	25,616,484	25,624,042	4,394,616	17.2%
I.2	Other Financing Sources (Object 8900)	0	0	0	
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	25,616,484	25,624,042	4,394,616	17.2%
J.	<b>Expenditures:</b>				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	25,005,930	24,995,739	5,600,916	22.4%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	570,972	570,972	0	
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	25,576,902	25,566,711	5,600,916	21.9%
K.	<b>Revenues Over(Under) Expenditures (I.3 - J.3)</b>	39,582	57,331	-1,206,300	
L	Adjusted Fund Balance, Beginning	6,755,399	6,755,399	6,755,399	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	6,794,981	6,812,730	5,549,099	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	26.6%	26.6%		

V. Has the district settled any employee contracts during this quarter?

YES

If yes, complete the following: *(If multi-year settlement, provide information for all years covered.)*

Contract Period Settled (Specify) YYYY-YY	Management		Academic				Classified	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
<b>a. SALARIES:</b>								
Year 1: 2019-20			251,550	4.5%				
Year 2:								
Year 3:								
<b>b. BENEFITS:</b>								
Year 1: 2019-20			50,940	4.5%				
Year 2:								
Year 3:								

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

This salary increase is funded with a combination of general funds, unrestricted funds, and other sources, (i.e. categorical programs). This salary increase is effective as of 7/1/2019.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed?

This year?  
Next year?

NO  
NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

SUBJECT: SUPERINTENDENT/PRESIDENT SEARCH

SYNOPSIS:

An update report will be shared.

RECOMMENDATION:

To be determined at the meeting.

ANALYSIS:

At the Board meeting held on October 9, 2019, Trustees Pinoli, Martinez and Tomkins along with one of the Vice Presidents, the Director of Human Resources, and one member from each of the constituent groups were appointed to participate as part of an ad-hoc committee created to develop a timeline which will be used in the search for the next Superintendent/President.

MOTION/ACTION:

To be determined at the meeting.



SUBJECT: ESTABLISHMENT OF STUDENT FINANCIAL AID FUND (FUND 74)  
AND GENERAL OBLIGATION BOND DEBT SERVICE FUND (FUND 44)  
IN THE MENDOCINO COUNTY OFFICE OF EDUCATION AND  
COUNTY OF MENDOCINO FINANCIAL SYSTEMS

SYNOPSIS:

Board of Trustees adoption of the attached resolution to establish a Student Financial Aid Fund and a General Obligation Bond Debt Service Fund at the Mendocino County Office of Education and County of Mendocino.

RECOMMENDATION:

The Interim Superintendent/President recommends this item be approved as presented.

ANALYSIS:

The District is fiscally dependent up the Mendocino County Office of Education (MCOE). The funds of MCOE are recorded in the financial system of the County of Mendocino. In prior years, transactions for Student Financial Aid (74) and General Obligation Bond Debt Service (44) were recorded to District financial statements by the District's independent auditors on-behalf of the District in the annual audited financial statements. The auditors have recommended that the District establish these funds in MCOE's financial reporting system. Their recommendation is based upon Governmental Accounting Standards Board (GASB) and the California State Chancellor's Office Budget and Accounting Manual (BAM). The establishment of these funds will allow the District to directly reflect all its operational activity in the general ledger. This will also eliminate the necessity for the District's independent auditors to record an entry in order to report the activity of these funds in the audited financial statements.

*Reference Board Policy 6300, Fiscal Management*

MOTION/ACTION:

RESOLVED, That the Mendocino-Lake Community College District Board of Trustees does hereby adopt Resolution 11-19-01, Establishment of the Student Financial Aid Fund (Fund 74) and General Obligation Bond Debt Service Fund (Fund 44) in the Mendocino County Office of Education and the County Of Mendocino Financial Systems.

**MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT  
BOARD OF TRUSTEES  
RESOLUTION 11-19-01**

**ESTABLISHMENT OF STUDENT FINANCIAL AID FUND (FUND 74)  
AND GENERAL OBLIGATION BOND DEBT SERVICE FUND (FUND 44)  
IN THE MENDOCINO COUNTY OFFICE OF EDUCATION AND COUNTY OF  
MENDOCINO FINANCIAL SYSTEMS**

WHEREAS, District utilizes the Mendocino County Office of Education and County of Mendocino financial systems and,

WHEREAS, there is a need to record the transactions of Student Financial Aid and General Obligation Bond Debt Service,

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of the Mendocino-Lake Community College District that these funds be established for the use and recording of financial activity of the Mendocino-Lake Community College District.

PASSED AND ADOPTED at a regular meeting of the Board of Trustees of the Mendocino-Lake Community College District this 13<sup>th</sup> day of November 2019, by the following vote:

Ed Nickerman	_____	Xochilt Martinez	_____
Robert Jason Pinoli	_____	John Tomkins	_____
Marie Myers	_____	Noel O'Neill	_____
TeMashio Anderson	_____		

Ayes \_\_\_\_\_ Nays \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

\_\_\_\_\_  
Eileen Cichocki, Secretary  
Board of Trustees

\_\_\_\_\_  
Date

SUBJECT: BOARD POLICIES AND REVISIONS – SECOND READING

SYNOPSIS:

New and/or revised board policies are presented for adoption.

RECOMMENDATION:

The Interim Superintendent/President recommends this item be approved as presented.

ANALYSIS:

As part of the ongoing effort to review all policies in the Board Policy Manual in a timely manner, the following Board policies are submitted for the Board's review. As part of the process, all Board Policies are being updated to reflect the standard numbering system used by Community Colleges throughout the state.

Board Policy #6100 – Delegation of Authority, Business and Fiscal Affairs – This new legally required board policy has been created using the league template under the direction of the Interim Superintendent/President and the Director of Fiscal Services. It has been properly vetted through the College's participatory governance process. The policy was first reviewed by the President's Policy Advisory Committee on August 30, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on September 27, 2019. A copy of the approved administrative procedure is included as information only.

Board Policy #6150 – Designation of Authorized Signatures – This new legally required board policy has been created using the league template under the direction of the Interim Superintendent/President and the Director of Fiscal Services. It has been properly vetted through the College's participatory governance process. The policy was first reviewed by the President's Policy Advisory Committee on August 30, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on September 27, 2019. A copy of the approved administrative procedure is included as information only.

*Reference Board Policy 2200, Board Duties and Responsibility*

MOTION/ACTION:

RESOLVED, that the Board of Trustees of the Mendocino-Lake Community College District does hereby adopt the additions and/or revisions to Board Policy 6100 and Board Policy 6150 as presented.



# BOARD POLICY

No. 6100

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## DELEGATION OF AUTHORITY, BUSINESS AND FISCAL AFFAIRS

**NEW**

The Board delegates to the Superintendent/President or designee the authority to supervise the general business procedures of the District to assure the proper administration of property and contracts; the budget, audit and accounting of funds; the acquisition of supplies, equipment and property; and the protection of assets and persons. All transactions shall comply with applicable laws and regulations, and with the California Community Colleges Budget and Accounting Manual.

No contract shall constitute an enforceable obligation against the District until it has been approved or ratified by the Board. (see BP 6340 titled Bids and Contracts).

The Superintendent/President shall make appropriate periodic reports to the Board and shall keep the Board fully advised regarding the financial status of the District.

References: Education Code Sections 70902(D), 81655, and 81656



# ADMINISTRATIVE PROCEDURES

No. 6100.1

---

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## **DELEGATION OF AUTHORITY, BUSINESS AND FISCAL AFFAIRS**

The Assistant Superintendent/Vice President of Administrative Services is delegated authority from the Superintendent/President to supervise budget preparation and management; oversee fiscal management of the District; and contract for, purchase, sell, lease, or license real and personal property, in accordance with Board policy and law. Responsibility for the development of internal policies and procedures consistent with the provision of this regulation remains with the Assistant Superintendent/Vice President of Administrative Services. This delegated authority is subject to the condition that certain of these transactions be submitted to the Superintendent/President for review and approval from time to time as determined by the Superintendent/President.

When transactions do not exceed the dollar limits established in the Public Contracts Code, the Education Code or other laws pertaining to the taking of competitive bids, the Assistant Superintendent/Vice President of Administrative Services may contract for goods, services, equipment and rental of facilities so long as the transactions comply with law and any limitations or requirements set forth therein. Furthermore, the Assistant Superintendent/Vice President of Administrative Services may amend the terms and conditions of any contractual arrangement so long as the total expenditure of funds and period of contract do not exceed the limitations set forth in applicable law or regulation.

References:                    Education Code Sections 70902(d); 81644, 81655, and 81656;  
                                      Public Contract Code Sections 20651, 20658, and 20659



# BOARD POLICY

No. 6150

---

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## DESIGNATION OF AUTHORIZED SIGNATURES

**NEW**

Authority to sign orders and other transactions on behalf of the Board is delegated to the Superintendent/President and other officers appointed by the Superintendent/President.

References: Education Code Sections 85232 and 85233



# ADMINISTRATIVE PROCEDURES

No. 6150.1

---

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## DESIGNATION OF AUTHORIZED SIGNATURES

The Assistant Superintendent/Vice President of Administrative Services is hereby designated as the District officer authorized to sign warrants and behalf of the District.

Proper documentation regarding signing District warrants shall be filed with the County Superintendent of Schools.

The Assistant Superintendent/Vice President of Administrative Services will withhold approval of District warrants when:

- Disbursement of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.
- Established procedures have not been followed to permit verification of authenticity of the expenditure.

References: Education Code Sections 85232 and 85233

SUBJECT: INSTITUTIONAL SELF-EVALUATION REPORT IN SUPPORT OF AN  
APPLICATION FOR REAFFIRMATION OF ACCREDITATION

SYNOPSIS:

The Institutional Self-Evaluation Report In Support of Reaffirmation of Accreditation is presented to the Board of Trustees for review.

ANALYSIS:

This self-evaluation is a result of input from all constituent groups over the past two and a half years. It is presented at this meeting for information and discussion and will return to the December meeting for approval. The four accreditation standards and sub-standards were chaired by faculty and staff and supported by all constituent groups. Work over the last two and a half years involved discussions and research by each standard committee and reviewed by the Accreditation Steering Committee. The steering committee provided input on the document, and drafts have been presented to Academic Senate at multiple meetings. The ISER will be presented to Academic Senate at their November 14 meeting for approval. The document has also been discussed at in-service, faculty meetings, Classified Senate, ASMC and has been available on the portal for review.



SUBJECT: HEALTH BENEFITS 2018/19

SYNOPSIS:  
Status of the health benefit program

RECOMMENDATION:  
Informational report

ANALYSIS:  
Since October of 1982, the District has provided health benefits on a self-funded basis with stop-loss coverage to cover catastrophic claim amounts. These Benefits are offered to all regular, permanent Classified, Full Time Faculty, and M/S/C employees. Additionally, the plan is extended to retirees who meet the requirements defined in the respective CBA.

Annually, a “per employee per month” budgeted amount is established based on historical trends and actuarial analysis of the claim activity. On a monthly basis, the District analyzes the year-to-date actual costs (which may include claims from the previous fiscal year) to compare to the budgeted amount.

The current plan provides the following benefits:

<b>Employee Medical, Rx, Dental, and Vision</b>	
Monthly Premium (regardless of family size) (3 part-time employees who are under .79 FTE pay a prorated amount)	\$0
Individual Deductible (combined in and out of network)	\$300/ year
Family Deductible (combined in and out of network)	\$600/year
Coverage after Deductible (In Network)	90% District/10% Employee
Coverage after Deductible (Out of Network)	70% District/30% Employee
Individual/Family Out of Pocket Max (In Network) After Deductible is Satisfied	\$350 (ee only) /\$700 (family)
Individual/Family Out of Pocket Max (Out of Network) After Deductible is Satisfied. (Combined in and out of network)	\$1,350 (ee only)/ \$2,700(family)
Prescription Co-Pays	\$15/\$15/\$45
Dental	\$2,000 per member/ year
Vision	\$300 per member/ year
Life Insurance	Coverage Varies
<b>District Medical and Prescription Plan Provisions</b>	
Fully Funding Medical and Prescription Claim Cost Until Stop Loss Threshold is Met	
Plan Individual Stop Loss Limit	\$80,000
Stop Loss Deductible (Corridor)	\$225,000
Fully Funding Dental and Vision Coverage until Maximums are Met	

For the 2018/19 Fiscal Year, the summary for claims and funding activity is found below:

Beginning Balance, 7/1/18		<b>\$1,518,890</b>
Contributions		
<b>District Contributions for Employees</b>	\$3,134,769	
<b>Employee Paid Premiums</b>		
(Less than .79 FTE and COBRA)	\$47,110	
Interest Earned	\$16,438	
Adjustment	-\$110	
		<b>\$3,198,207</b>
Payments		
Medical Claims	\$3,143,524	
Prescription Claims	\$433,347	
Dental Claims	\$304,389	
Vision Claims	\$51,247	
Stop/Loss Premiums	\$432,334	
Life Insurance	\$12,993	
Administrative Fees	\$119,812	
Technical Adjustments	\$26,226	
Stop Loss Reimbursement	(\$617,275)	
		<b>\$3,906,600</b>
<b>Ending Balance 6/30/2019</b>		<b>\$810,497</b>

A three-year snapshot of budget vs. actual claims is found below:

<b>Fiscal Year</b>	<b>Budgeted PMPM</b>	<b>Actual PMPM</b>	<b>Health Fund Ending Balance</b>	<b>Notes</b>
2016-17	\$1,600	\$1,550.70	\$1,900,732	
2017-18	\$1,600	\$1,262.02	\$1,518,890	
2018-19	\$1,400	\$1,698.64	\$810,496	Stop loss reimbursement of \$617,275.54
2019-20	\$1,700	\$1,887.23	N/A	Jul 2019-Sept 2019

The summary of transfers to and from the Health Fund since 2001/02 is found below:

<b>Fiscal Year</b>	<b>Transfer Amount</b>	<b>Transfer Reason</b>
2001/02	\$440,025	From General Fund to Balance Health Fund
2004/05	\$150,000	From General Fund to Balance Health Fund
2005/06	\$400,000	From General Fund to Balance Health Fund
2006/07	\$200,000	From General Fund to Balance Health Fund
2007/08	\$150,000	From General Fund to Balance Health Fund
2009/10	\$500,000	From General Fund to Balance Health Fund
2011/12	\$208,447	Federal Early Retirement Refund (one time funding)
2013/14	(\$175,000)	To General Fund to meet 8% Reserve
2014/15	(\$400,000)	To General Fund to meet 8% Reserve
2017/18	(\$1,151,732)	To Special Reserve Fund to fund retiree benefits

#### 2019/20 Plan of Action

- The Health Benefits Committee is actively engaging with a third party benefit specialist (CECHR) to explore cost containment options and submit requests for proposals from JPAs. The contract cost for this analysis is \$5,666.67 per month.
- The average administrative cost of BRMS (the TPA who currently processes claims) is \$10,222.29 (YTD)

#### Attachments:

Historical Summary of Health Benefit Plan Activity, which provides data since 1982 when the partially self-funded health benefit program.

Chart of budget vs. actual claims for the last 10 years.

**MENDOCINO COLLEGE**  
**HISTORICAL SUMMARY OF HEALTH BENEFIT PLAN ACTIVITY**

**OVERVIEW:**

Fiscal Year	Budgeted cost per month per person	Actual cost per month per person budgeted	Average # of people budgeted/mo	Total Contributions & Interest Earned	Total Transfers*	Total Expenditures & Interest Paid	Expenditures Change From Prior Year	%	Year End Health Fund Balance
1982-83	\$171.79	\$135.53	93.0	\$191,290		\$151,253			\$40,037
1983-84	\$171.79	\$217.36	94.0	\$193,674		\$245,180	\$93,927	62.10%	(\$11,469)
1984-85	\$235.00	\$254.00	89.0	\$251,685	\$31,055	\$271,271	\$26,091	10.64%	\$0
1985-86	\$278.44	\$226.85	93.0	\$311,050		\$253,163	(\$18,108)	-6.68%	\$57,887
1986-87	\$280.00	\$251.99	99.0	\$335,230		\$299,360	\$46,197	18.25%	\$93,757
1987-88	\$280.00	\$232.35	107.5	\$367,887		\$299,728	\$368	0.12%	\$161,915
1988-89	\$280.00	\$249.97	117.0	\$405,234		\$350,951	\$51,223	17.09%	\$216,198
1989-90	\$280.00	\$346.23	126.4	\$428,734		\$525,237	\$174,286	49.66%	\$119,694
1990-91	\$295.00	\$384.35	133.2	\$470,420		\$614,211	\$88,974	16.94%	(\$24,097)
1991-92	\$500.00	\$485.97	136.3	\$814,132		\$794,556	\$180,345	29.36%	(\$4,521)
1992-93	\$475.00	\$461.07	135.7	\$775,802		\$750,642	(\$43,914)	-5.53%	\$20,640
1993-94	\$500.00	\$499.53	135.8	\$819,162		\$814,216	\$63,574	8.47%	\$25,585
1994-95	\$460.00	\$424.87	135.5	\$754,740		\$690,831	(\$123,385)	-15.15%	\$89,494
1995-96	\$400.00	\$429.20	137.7	\$668,488		\$709,053	\$18,222	2.64%	\$48,929
1996-97	\$450.00	\$408.25	141.1	\$759,838		\$691,151	(\$17,902)	-2.52%	\$117,617
1997-98	\$450.00	\$473.48	143.7	\$778,178		\$816,295	\$125,145	18.11%	\$79,499
1998-99	\$450.00	\$485.17	147.8	\$798,645		\$860,215	\$43,920	5.38%	\$17,930
1999-00	\$560.00	\$592.79	155.1	\$1,078,260		\$1,103,161	\$242,946	28.24%	(\$6,971)
2000-01	\$725.00	\$660.29	165.4	\$1,425,063		\$1,310,705	\$207,544	18.81%	\$107,387
2001-02	\$700.00	\$700.86	174.8	\$1,395,549	\$440,025	\$1,469,696	\$158,991	12.13%	\$473,264
2002-03	\$730.00	\$740.44	179.1	\$1,479,564		\$1,591,169	\$121,473	8.27%	\$361,659
2003-04	\$730.00	\$753.77	180.8	\$1,478,705		\$1,635,645	\$44,476	2.80%	\$204,719
2004-05	\$800.00	\$986.17	169.0	\$1,605,553	\$150,000	\$1,999,948	\$364,303	22.27%	(\$39,676)
2005-06	\$900.00	\$1,162.09	166.5	\$1,777,040	\$400,000	\$2,321,855	\$321,907	16.10%	(\$184,491)
2006-07	\$1,150.00	\$1,107.72	165.7	\$2,274,513	\$200,000	\$2,202,195	(\$119,660)	-5.15%	\$87,827
2007-08	\$1,240.00	\$1,326.77	175.25	\$2,607,260	\$150,000	\$2,790,199	\$588,004	26.70%	\$54,889
2008-09	\$1,400.00	\$1,460.06	170.58	\$2,853,504		\$2,988,682	\$198,483	7.11%	(\$80,290)
2009-10	\$1,600.00	\$1,783.20	164.00	\$3,091,590	\$500,000	\$3,494,998	\$506,316	16.94%	\$16,303
2010-11	\$1,760.00	\$1,699.97	161.00	\$3,322,486		\$3,289,602	(\$205,396)	-5.88%	\$49,187
2011-12	\$1,936.00	\$1,435.45	161.00	\$3,631,897	\$208,447	\$2,773,490	(\$516,112)	-15.69%	\$1,116,042
2012-13	\$1,936.00	\$1,649.96	155.58	\$3,526,221	\$0	\$3,084,682	\$311,192	11.22%	\$1,557,581
2013-14	\$1,600.00	\$1,548.41	150.42	\$2,976,045	(\$175,000)	\$2,799,288	(\$285,394)	-9.25%	\$1,559,338
2014-15	\$1,650.00	\$1,589.63	148.58	\$2,985,670	(\$400,000)	\$2,837,298	\$38,010	1.36%	\$1,307,710
2015-16	\$1,600.00	\$1,534.26	150.50	\$3,322,232		\$2,775,239	(\$62,059)	-2.19%	\$1,854,703
2016-17	\$1,600.00	\$1,550.70	181.92	\$3,440,503		\$3,394,474	\$619,235	22.31%	\$1,900,732
2017-18	\$1,600.00	\$1,262.02	189.75	\$3,294,985	(\$1,151,732)	\$2,882,659	(\$511,815)	-15.08%	\$1,518,890
2018-19	\$1,400.00	\$1,698.64	195.58	\$3,198,207		\$3,906,601	\$1,023,942	35.52%	\$810,496

2011-12 Total Transfers: Federal Early Retirement Reimbursement Program reimbursed \$5 billion to employers for early retiree health benefit expenses; fund depleted 2011.

2013-14 Transfer to the General Fund of \$400,000 to meet 8% reserve threshold

2014-15 Transfer to the General Fund of \$400,000 to meet 8% reserve threshold

2017-18 Transfer of \$1,151,732 to Special Reserve Fund to partially fund OPEB liability

2018-19 Actual cost includes Stop Loss reimbursement (617,276)

\*Note: Positive transfer amounts are transfers to the Health Fund from the General Fund to cover Health Fund deficits.  
Negative transfers are transfer amounts from the health fund to other funds defined above.

**MENDOCINO COLLEGE**  
**HISTORICAL SUMMARY OF HEALTH BENEFIT PLAN ACTIVITY**

**COST BY TYPE:**

Fiscal Year	Medical	Prescriptions	Dental	Life	Vision	Stop/Loss	Admn and Other Costs
1982-83	85,887 (57%)		30,208 (20%)	3,125 (2%)		25,936 (17%)	6,097 (4%)
1983-84	163,987 (67%)		28,887 (12%)	3,297 (1%)		40,847 (17%)	8,162 (3%)
1984-85	175,636 (65%)		33,345 (12%)	3,373 (1%)		43,738 (16%)	15,179 (6%)
1985-86	146,488 (58%)		42,712 (17%)	3,558 (1%)		46,858 (19%)	13,546 (5%)
1986-87	202,873 (68%)		20,738 (7%)	3,785 (1%)	4,660 (2%)	50,407 (17%)	15,897 (5%)
1987-88	170,435 (57%)		44,697 (15%)	4,093 (1%)	8,434 (3%)	54,257 (18%)	17,813 (6%)
1988-89	193,011 (55%)		47,665(13.5%)	3,539 (1%)	14,296 (4%)	71,995(20.5%)	20,446 (6%)
1989-90	321,884 (61%)		59,143 (11%)	4,014 (1%)	11,544 (2%)	104,400 (20%)	24,253 (5%)
1990-91	361,946 (61%)		67,154 (11%)	4,379 (1%)	13,871 (2%)	115,886 (20%)	27,248 (5%)
1991-92	527,779 (66%)		85,258 (11%)	4,525 (.5%)	13,374(1.5%)	132,205 (16%)	31,034 (4%)
1992-93	463,491 (61.5%)		91,678 (12%)	4,116 (.5%)	8,915 (1%)	151,068 (20%)	31,374 (4%)
1993-94	454,733 (56%)	56,170 (7%)	87,601 (11%)	5,003 (1%)	9,456 (1%)	164,413 (20%)	34,420 (4%)
1994-95	336,953 (49%)	74,474 (11%)	68,466 (10%)	4,954 (1%)	9,388 (1%)	163,956 (24%)	32,641 (5%)
1995-96	425,412 (60%)	80,154 (11%)	79,562 (11%)	4,975 (1%)	8,026 (1%)	75,878 (11%)	34,471 (5%)
1996-97	397,490 (58%)	85,963 (12%)	78,543 (11%)	4,913 (1%)	11,636 (2%)	75,190 (11%)	34,956 (5%)
1997-98	502,053 (61.5%)	83,548 (10%)	90,633 (11%)	4,839 (.5%)	18,060 (2%)	77,383 (10%)	39,253 (5%)
1998-99	506,069 (60%)	108,518 (13%)	80,419 (9%)	4,932 (.5%)	23,057 (3%)	79,306 (9%)	47,300(5.5%)
1999-00	667,357 (62%)	146,296 (13.5%)	100,942 (9%)	5,523 (.5%)	23,918 (2%)	95,499 (9%)	44,942 (4%)
2000-01	727,645 (56.5%)	204,429 (16%)	121,320 (9%)	5,856 (.5%)	24,917 (2%)	155,735 (12%)	48,632 (4%)
2001-02	832,427 (57%)	253,025 (17%)	129,064 (9%)	6,304 (.5%)	26,984 (2%)	165,244 (11%)	51,260(3.5%)
2002-03	934,908 (58.7%)	236,425 (15%)	176,891 (11%)	5,173 (.3%)	27,830 (2%)	147,261 (9%)	62,681 (4%)
2003-04	965,299 (59%)	222,699 (13.7%)	169,095(10.5%)	5,854 (.3%)	19,309 (1%)	167,954 (10.5%)	81,348 (5%)
2004-05	1,324,306 (66%)	246,926 (12.5%)	183,505 (9%)	4,317 (.2%)	17,342 (.8%)	157,745 (8%)	65,808(3.5%)
2005-06	1,493,368 (65%)	300,075 (13%)	188,474 (8%)	4,283 (.2%)	16,220 (.8%)	225,849 (10%)	80,074 (3%)
2006-07	1,302,747(59.5%)	340,372 (15.6%)	183,540 (8.4%)	4,350 (.2%)	28,343 (1.3%)	240,031 (11%)	86,980 (4%)
2007-08	1,883,133 (68%)	306,204 (11%)	192,678 (7%)	4,572 (.2%)	29,475 (1%)	245,113 (8.8%)	114,229 (4%)
2008-09	2,029,136 (68.9%)	315,779 (10.6%)	188,439 (6.3%)	4,383 (.2%)	32,504 (1%)	300,010 (10%)	118,431 (4%)
2009-10	2,472,449 (70.7%)	334,515 (9.6%)	218,313 (6.3%)	4,256 (.1%)	25,055 (.7%)	325,311 (9.3%)	115,099 (3.3%)
2010-11	2,154,765 (65.6%)	319,726 (9.7%)	258,727 (7.9%)	4,930 (.2%)	31,117 (.9%)	360,827 (11%)	154,254 (4.7%)
2011-12	1,678,227 (60.5%)	302,268 (10.9%)	208,735 (7.5%)	4,812 (.2%)	34,628 (1.3%)	397,546 (14.3%)	147,275 (5.3%)
2012-13	2,233,930 (66.7%)	244,742 (7.3%)	251,827 (7.5%)	5,205 (.2%)	27,305 (.8%)	419,402 (12.5%)	166,406 (5%)
2013-14	1,841,678 (65.9%)	219,177 (7.8%)	234,688 (8.4%)	7,628 (.3%)	35,485 (1.3%)	290,810 (10.4%)	165,483 (5.9%)
2014-15	1,746,604 (61.6%)	261,776 (9.3%)	275,310 (9.7%)	10,219 (.4%)	41,691 (1.5%)	333,124 (11.7%)	165,516 (5.8%)
2015-16	1,540,652 (55.6%)	313,778 (11.3%)	300,154 (10.8%)	11,374 (.4%)	39,521 (1.4%)	387,301 (14%)	178,131 (6.5%)
2016-17	2,066,880 (61%)	399,515 (11.8%)	291,317 (8.6%)	11,202 (.33%)	45,196 (1.34%)	370,851 (10.6%)	102,410 (3.0%)
2017-18	1,688,465 (58.8%)	352,449 (12.3%)	294,769 (10.3%)	11,849 (.4%)	44,917 (1.56%)	330,722 (11.5%)	150,459 (5.24%)
2018-19	3,143,525 (69%)	433,348 (9.51%)	304,390 (7.47%)	12,993 (.29%)	51,248 (1.13%)	432,334 (9.49%)	177,078 (3.89%)

**Notes:**

1982-83 through 1984-85, 100% District paid  
7/85 through 2/92, monthly premiums were 90% district paid and 10% employee paid  
Beginning 3/92, 100% District paid premiums; a 10% co-payment implemented in the medical plan  
Prior to 1993-94, prescription costs were included in medical.  
1/1/94, Implemented a deductible, \$50 (single)/\$100 (family)  
7/1/96, Began retiree coverage to age 65 equal to employee coverage if STRS/PERS eligible with 15 years of service to the college  
7/1/00, Funding rate per employee provides for retiree costs that year  
1/1/03, Deductibles increased \$50 to \$100 (single) and \$100 to \$200 (family)  
4/1/07, Deductibles increased to \$200 (single)/\$400 (family); copayments to 10% in network/30% out of network; prescriptions to formulary list  
1/1/10, Deductibles increased to \$300 (single)/\$600 (family); amounts subject to the 10% copay for both in and out of network claims also increased  
7/1/11, Retirees hired 7/1/11 or after with 20 years of service (rather than 15) will have retiree coverage to age 65  
7/1/11, Health Care Reform changes-Preventive services by in-network providers not subject to deductibles and copays; children can be on the plan to age 26, \$2 million medical coverage per person/fiscal yr with no lifetime max; copayments for out-of-network ER care paid as in-network  
7/1/12, Health Care Reform changes-Interim appeal rights procedure implemented  
7/1/13, Added Anthem Blue Cross Network to plan  
1/1/14, Increase Dental to \$2,000, Vision to \$300, Life Insurance to \$25,000, added \$500 for hearing aids every 5 years.  
1/1/16, Reach and CalStar memberships paid for by the district for all members. Coverage for air ambulance service other than these two will still be in effect.

### History of Health Benefits Budget vs. Actual



SUBJECT: MENDOCINO COLLEGE FOUNDATION REPORT

SYNOPSIS:

A report from the Executive Director of the Mendocino College Foundation is submitted as information.

ANALYSIS:

A Giving Tuesday campaign is planned for Tuesday, December 3 on the Ukiah Campus. Proceeds from the event will support the College's Food Pantry and Student Emergency Fund. Students, staff and the public at large will be asked to experience what it means to "give" by giving any amount to support students. Giving Tuesday is the largest day of giving in the country and was created as a result of the consumerism of Black Friday and Cyber Monday.

Foundation staff and the Foundation's Special Events Committee are considering two signature events for 2020. One event could occur in February and the other in November of next year. More details to follow as the plans are confirmed.

The Foundation is working with the College administration on the possibility of reaching out to Mendocino College Alumni.

The Foundation website is being updated and a demonstration of the new site will be provided at the Board's December organizational meeting.

The Foundation Board has scheduled their annual holiday party for Tuesday, December 10 at Dora's Café in Ukiah.

The Fall appeal letter will be distributed in mid-November and the next Foundation Newsletter is being developed.

During their October 8 Board Meeting, the directors voted to approve an expenditure of \$100,000 to Mendocino College for the purchase of a Mendocino College digital monument entrance sign at Hensley Creek and North State Street.

Staff are assisting affiliate organizations with a variety of fundraising activities. Including Friends of the Coast Center (Bites and Brews), Friends of Theatre in KCCATF conference and War of the Worlds production.

**Special thanks to the following individuals, businesses, and service clubs for their recent donations and support in excess of \$500:**

- Fort Bragg Rotary Club for their AAFG Match Program
- Adventist Health- Ukiah Valley
- Adventist Health- Howard Hospital
- Howard Foundation, Willits

SUBJECT: CONSTITUENT GROUP REPORTS

SYNOPSIS:

A report from the Constituent Groups to the Board of Trustees is submitted as information.

ANALYSIS:

*Academic Senate:*

The following report was submitted by Academic Senate President Catherine Indermill:

Since my report last month, much of the Academic Senate's work has been focused on **Accreditation** and the Institutional Self Evaluation (ISER), specifically. As you know, we have had some preliminary reviews of the ISER and conducted the *first reading* on October 24th. We will have the *second reading* November 14th at which time, I anticipate the report will be accepted by the senate and I will sign the document indicating the faculty involvement in the preparation of the report and its contents. The level of faculty participation in preparing for our accreditation review is noteworthy. I do not think the Academic Senate has been as engaged in the process during previous accreditation cycles. Credit should be given to the Accreditation Steering Committee for understanding the importance of and honoring the *faculty role in* and *responsibility for* participating in this process in a meaningful manner.

I am preparing to attend the Academic Senate for California Community Colleges Fall Plenary Session (11/7-9). ASCCC continues to celebrate our 50th year of *Leadership, Empowerment and Voice*. In his welcome letter to attendees, John Stanskas, ASCCC President urges senate leaders to reflect on the concept of collegiality as we face the many demands of the changing community college culture. He references Education Code and Title 5 that require governing boards "consult collegially with" and "rely primarily on" academic senates for recommendations on issues within our purview ("10 + 1"). In addition, Ed Code and Title 5 require the opportunity for "effective participation" by all segments of the college to address issues. Locally, the Academic Senate has been working to ensure faculty have the opportunity for effective participation in all segments of district decision making. Our ability to model behavior under our control strengthens our ability to request such behavior in others. The faculty recognize and acknowledge recent changes in collegiality between trustees, administrators and other constituents. Further, the level of communication, cooperation and respect between those of us who share responsibility for the governance of the college is appreciated.

*Classified Senate:*

The following report was submitted by Classified Senate President Jeana Thompson:

Along with the many other events and activities on campus, the Mendocino College Classified Senate continues to work on their upcoming 2019 Classified FunRaiser. As you may recall, the purpose of the "FunRaiser" is to generate funds which are used to grant scholarships to Mendocino College students. The planning group has been meeting regularly to finalize the



details that will ensure a successful event. The Classified FunRaiser is scheduled to take place on Thursday, December 5<sup>th</sup>, 2019 in Room 1060 from 10am to 4pm.

**Management Team:**

The following report was submitted by Management Team President Judy Kanavle:

The Management Team and the District agreed to a 2019-20 contract for the Management Team bargaining unit. As part of this agreement, we have changed our name from “Management/Supervisory/Classified” to “Management Team”, and will be referring to ourselves as such going forward. Other details for the agreement are included as part of this board packet. We would like to thank Interim President/Superintendent Cichocki for overseeing a very productive and fair process on behalf of the district.

***Oral reports by other constituent group leaders may be presented at the meeting.***

SUBJECT: BOARD POLICY ADDITIONS AND REVISIONS – FIRST READING

SYNOPSIS:

New and revised Board policies are presented for review and discussion.

ANALYSIS:

As part of the ongoing effort to review all policies in the Board Policy Manual in a timely manner, the following Board policies are submitted for the Board's review. As part of the process, all Board Policies are being updated to reflect the standard numbering system used by Community Colleges throughout the state.

Board Policy #5505 – Student Clubs and Organizations – This legally required board policy has been revised to reflect changes in position titles and processes under the direction of the Vice President of Student Services. It has been properly vetted through the College's participatory governance process. The policy was first reviewed by the President's Policy Advisory Committee on September 27, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on October 25, 2019. A copy of the approved administrative procedure is included as information only.

Board Policy #5530 – Student Rights and Grievances – This legally required board policy has been revised to reflect the statewide numbering system as well as the change in titles and numbering for other referenced policies and procedures. The policy was first reviewed by the President's Policy Advisory Committee on September 27, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on October 25, 2019. A copy of the approved administrative procedure is included as information only.

Board Policy 6300 – Fiscal Management – This legally required board policy has been created under the direction of the Vice President of Administrative Services using the league template as a guide. The policy was first reviewed by the President's Policy Advisory Committee on September 27, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on October 25, 2019. A copy of the approved administrative procedure is included as information only.

Board Policy 6307 – Debt Issuance and Management – This legally required board policy has been created under the direction of the Vice President of Administrative Services using the league template as a guide. The policy was first reviewed by the President's Policy Advisory Committee on September 27, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on October 25, 2019. A copy of the approved administrative procedure is included as information only.

Board Policy 6520 – Security for District Property – This legally required board policy has been created under the direction of the Vice President of Administrative Services using the league template as a guide. The policy was first reviewed by the President's Policy Advisory Committee

on September 27, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on October 25, 2019.

Board Policy 6600 – Capital Construction – This legally required board policy has been created under the direction of the Vice President of Administrative Services using the league template as a guide. The policy was first reviewed by the President’s Policy Advisory Committee on September 27, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on October 25, 2019. A copy of the approved administrative procedure is included as information only.

Board members will review the policies and may offer suggestions for changes if deemed necessary. Discussion and/or adoption of the policies will take place at the December 2019 Board meeting.



# BOARD POLICY

No. ~~517~~ **5505**

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## STUDENT CLUBS AND ORGANIZATIONS

The Board of Trustees of Mendocino-Lake Community College District encourages students to form their own clubs and join organizations to conduct activities that enhance the student learning experience.

The Vice President of ~~Education and Student Services~~ and or designee will develop the appropriate rules and regulations to support the activities of the student clubs and organizations.

~~The student clubs and organizations conduct all activities, including financial operations, in accordance with Board Policy and Administrative Procedures.~~

~~Student Clubs shall meet requirements and operate as set forth in the student government Constitution and Bylaws.~~

**Reference:**    Education Code Sections 76060, 76062

*Date Adopted :*    *December 19, 1978*  
*Revised:*        *February 5, 2003*  
                      *July 11, 2007*  
                      *September 2019*

*Page 1 of 1*



# ADMINISTRATIVE PROCEDURES

No. 5505.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## STUDENT CLUBS AND ORGANIZATIONS

Any student club or student organization sponsored by Mendocino College shall:

- Have a club advisor who is an employee of the Mendocino-Lake Community College District (MLCCD).
- Present a statement of purpose for consideration by the Associated Student of Mendocino College (ASMC) and the Dean of Counseling and Student Programs.
- Submit a completed Charter for New Clubs and Organizations packet to the Dean of Counseling and Student Programs, which includes a listing of proposed organizing officers and members.
- Have a constitution approved by ASMC and the Dean of Counseling and Student Programs.
- Be a member of the Inter-Club Council.

Student Clubs shall meet requirements and operate as set forth in the student government Constitution and Bylaws.

Student clubs and organizations conduct all activities, including financial operations, in accordance with Board Policy and Administrative Procedures.

All fiscal operations of the student club or organization shall adhere to the following:

1. All club fiscal accounts must be maintained in the Student Activity Account. Student groups, which are not defined as a club, are not entitled to maintain a college account and issue purchase orders but must complete and file travel requests as stated below.
2. All clubs must have on file in the Fiscal Services Office
  - (1) a copy of the approved club constitution or bylaws
  - (2) a copy of the minutes designating officers
  - (3) their authorization to approve expenditures
3. To use club funds, a purchase order or travel request must be submitted in advance of the purchase or travel to the Fiscal Services Office. These documents must be signed by the authorized club officer, the club advisor, and the Dean of Counseling and Student Programs. A Voluntary Excursion/Field Trip Waiver and Medical Authorization Form must be completed by each student traveling and be submitted with the Travel Request.
4. Upon receipt of goods or services, the authorized club officer shall sign and return a receipt or invoice stating that the goods were received.

*Adopted: December 1, 1982*  
*Revised: April 10, 2002*  
*May 1, 2007*  
*November 29, 2012*  
*October 25, 2019*

*Administrative Procedure 5505.1*  
*Page 1 of 2*

5. No travel may take place without an authorized travel request form. Upon completion of travel, an expense claim must be filed within 10 days. This should be completed by the traveler and approved by the advisor and the Dean of Counseling and Student Programs prior to being sent to the Fiscal Services Office.
6. The Vice President of Student Services, or designee, shall monitor and approve all student fundraising activities to be consistent with Board Policy and Procedures and with District auditing procedures.

#### Receipt of Funds

- Student clubs are required to submit all funds received through club activities to the Fiscal Services Office. When submitting funds, clubs may be required to identify the source of the funds. Funds must be submitted to the Fiscal Services Office the following business day from when the funds were received by the club. The Fiscal Services Office will provide a receipt of all funds deposited to the club account. Student clubs are not authorized to exchange or handle funds directly from or to a vendor without following the District's purchase order process.

Reference: Education Code Sections 76060 and 76062

*Adopted: December 1, 1982*  
*Revised: April 10, 2002*  
*May 1, 2007*  
*November 29, 2012*  
*October 25, 2019*

*Administrative Procedure 5505.1*  
*Page 2 of 2*

**STUDENT RIGHTS AND GRIEVANCES ~~AND DUE PROCESS~~ POLICY**

The Mendocino-Lake Community College District has developed procedures by which students may obtain a hearing of their grievance(s) involving the interpretation, application, or alleged violation of College rules, regulations, policies, and procedures.

This grievance policy does not apply to students who allege violations of the District's nondiscrimination policy, including allegations of sexual harassment or sexual assault. **See Board Policies 3410 (Nondiscrimination), 3430 (Prohibition of Harassment), and 3540 (Sexual and Other Assaults on Campus) and their associated Administrative Procedures for allegations of discrimination, harassment, or assault.** ~~Such allegations must be presented to the District in accordance with Board Policy 307 and Administrative Procedure 307.2.~~

Students are responsible for complying with all College regulations and for completing course requirements established by the instructor of each course in which they are enrolled. The College shall ensure that the student, in cases of admission, probation, suspension, or dismissal is afforded due process as stated in the written procedures of the College.



# ADMINISTRATIVE PROCEDURES

No. 5530.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## STUDENT RIGHTS AND GRIEVANCES

### A. Grievance

1. Definition: A grievance is a complaint by a student involving the interpretation, application, or alleged violation of College policies and procedures. A grievance action may be initiated by a student against another student, an instructor, an administrator, or a member of the classified staff.
2. Terms:
  - a. Party - The student or respondent(s) together with their representatives, which may include the Student Rights Advocate. "Party" shall not include the Grievance Hearing Committee or the Grievance Officer.
  - b. Superintendent/President - The Superintendent/President or a designated representative of the Superintendent/President.
  - c. Student –A currently enrolled student, a person who has filed an application for admission to the College, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).
  - d. Grievant - A student who has filed a grievance.
  - e. Respondent - Any person claimed by a grievant to be responsible for the alleged wrongdoing.
  - f. Day - Unless otherwise provided, “day” shall mean a day during which the College is in session and regular classes are held, excluding Saturdays, Sundays, and public holidays.
  - g. Grievance Officer – Human Resources Director. Serves as an assistant to students in seeking resolution.
  - h. Student Rights Advocate – ASMC elected position.
  - i.
3. Grounds for Grievances. The following are grounds for grievances:
  - a. Interpretation, application, or violation of College rules, regulations, policies, and procedures.
  - b. Arbitrary administrative action.



- c. Arbitrary or capricious decision in the academic evaluation of a student's performance.

## B. Informal Stage

Before filing a formal written grievance, the student shall attempt to resolve the matter by means of an informal conference individually and in sequence with the following (Note: This is the process for student grievances, NOT student discipline):

- Step 1: Initial Level—Any student with a grievance (the grievant) should discuss the problem directly with the person with whom the student has a grievance (the respondent). This discussion must take place within ten (10) days of the alleged incident or ten (10) days after the student learns of the alleged incident, whichever is later.
- Step 2: If the grievance is not resolved in Step 1, the grievant must complete the Student Grievance Form, Section A and submit to the immediate supervisor of the respondent. The immediate supervisor will meet with the grievant and make every effort to resolve the problem with the grievant and the respondent. This discussion shall take place within 10 days of completion of Step 1. The supervisor has ten (10) days to respond to the grievance.

## C. Formal Stage

If the grievant feels the matter has not been resolved by the informal conferences in Steps 1-2 the grievant may submit a signed Student Grievance Form within three (3) days after Step 2 to the appropriate supervising Vice President.

The Vice President may render a final decision or refer grievances to the Grievance Hearing Committee. If the Vice President refers the grievance to the Grievance Hearing Committee, the student has three (3) days to submit the Grievance Hearing Form to the Grievance Officer. The committee will conduct a formal hearing within ten (10) days (except where the grievant specifically agrees in writing to a longer period). No person who was involved in any prior step should participate in the committee deliberations. The committee will render a final decision and send it to the Vice President who will inform the grievant.

### Grievance Hearing Committee

The Superintendent/President or designee shall appoint a Grievance Hearing Committee as needed which shall be constituted in accordance with the following:

- a. It shall include one student, one faculty member, one member of the classified staff and one College administrator.
- b. No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any

party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Superintendent/President or designee who shall determine whether cause for disqualification has been shown. If the Superintendent/President or designee feels that sufficient ground for removal of a member of the committee has been presented, the Superintendent/President or designee shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.

- c. The Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member nor vote. The Grievance Officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Grievance Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an adversary role.

References:            Education Code Section 76224 subdivision (a);  
                              Title IX, Education Amendments of 1972;  
                              34 Code of Federal Regulations Parts 106.1 et seq.;  
                              ACCJC Accreditation Eligibility Requirement 20;  
                              ACCJC Accreditation Standard IV.D

# MENDOCINO LAKE COMMUNITY COLLEGE DISTRICT STUDENT GRIEVANCE FORM

**Section A of this form must be submitted to the appropriate administrator prior to informal step 2 and within ten (10) days of Step 1.**

**Section A and B of this form must be submitted to the appropriate Vice President within three (3) days after Step 2 of the informal process.**

## **Grievance Form Section A**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Telephone: \_\_\_\_\_ Mendocino College e-mail: \_\_\_\_\_  
Home Work Cell

### **Documentation of Grievance**

\_\_\_\_\_  
Date of grievance Respondent(s) name and title

I wish to file a grievance or complaint as a result of the following college action or decision. Describe in detail your grievance or complaint. This information will be used in the formal resolution of your grievance. (attach additional pages if needed) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there witnesses or anyone who could provide additional information regarding this grievance/complain, please list name(s), phone numbers(s), and nature of additional information (attach additional pages if needed)

Witness #1

\_\_\_\_\_  
Name Telephone Summary of additional information provided

Witness #2

\_\_\_\_\_  
Name Telephone Summary of additional information provided

How would you like to see this grievance/complaint resolved? (attach additional pages if needed) \_\_\_\_\_

\_\_\_\_\_

I declare under penalty of perjury that the above information is true and correct to the best of my knowledge.

Adopted: May 6, 1992  
Revised: March 5, 2003  
October 25, 2019

Admin Procedures 5530.1  
Page 4 of 6

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

**Record of Informal Stage** (Please record and report information discussed in the informal step prior to moving onto the next step in the informal process)

☐ Step 1 of the informal process was completed \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Respondent(s) name and title

Provide a summary of discussion with respondent(s) (attach additional pages if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ Step 2 of the informal process was completed \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Responsible supervisor

Provide/attach immediate supervisor's response to alleged grievance

### **Grievance Form Section B**

#### **Request to Pursue Formal Grievance Process**

☐ I am satisfied with the outcome of the informal process and do not wish to pursue a formal grievance. There is no need to complete section B.

☐ I am not satisfied with the outcome of the informal process and do wish to pursue a formal grievance. Please complete section B

**Record of Informal Stage** (A formal grievance will not be evaluated if all steps of an informal resolution have not been sought. Documentation of the informal process should be recorded during the informal process.)

Steps 1 and 2 should be documented in Grievance Form Section A

Step 3: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Respondent(s) name and title

\_\_\_\_\_  
Responsible administrator

Provide/attach next-level administrator's response to alleged grievance

I declare under penalty of perjury that the above information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Grievant

\_\_\_\_\_  
Date

-----  
**- FOR ADMINISTRATIVE USE ONLY -**

1. Informal resolution was attempted on \_\_\_\_\_ and the grievance was ☐ resolve/☐ unresolved.  
Date

2. If unresolved, this form was submitted within three (3) days of step 3 of the informal stage.  
☐ yes ☐ no

This is to certify that this grievance was resolved at the informal step.

\_\_\_\_\_  
Signature of Grievant/Date

\_\_\_\_\_  
Signature of Administrator/Date

# MENDOCINO LAKE COMMUNITY COLLEGE DISTRICT GRIEVANCE HEARING FORM

**This form must be submitted to the Grievance Officer within three (3) days after  
Step 2 of the informal process.**

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Street City State Zip

Telephone: \_\_\_\_\_ Mendocino College e-mail: \_\_\_\_\_  
Home Work Cell

A copy of the Grievance Form must be attached to this form at the time of submission

Informal Process Completed on: \_\_\_\_\_  
Date

As outline in AP 534.1, the determination of whether the statement of grievance presents sufficient grounds for a hearing shall be based on the following:

- a. Interpretation, application, or violation of College rules, regulations, policies, and procedures.
- b. Arbitrary administrative action.
- c. Arbitrary or capricious decision in the academic evaluation of a student's performance.

I am not satisfied with the resolution rendered at the informal level and would like to pursue a grievance hearing

\_\_\_\_\_  
Signature of Grievant/Date

-----  
**- FOR ADMINISTRATIVE USE ONLY -**

Grievance Hearing Panel Members:

\_\_\_\_\_  
Grievance Officer Administrator Faculty Student

Date grievance went to hearing panel for review: \_\_\_\_\_

Date grievance hearing was held: \_\_\_\_\_

Date hearing panel's recommendation was sent to Superintendent/President: \_\_\_\_\_

Date Superintendent/President's notification of decision set to student and all parties: \_\_\_\_\_

Resolution of grievance hearing (attach additional pages if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



# BOARD POLICY

No. 6300

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## FISCAL MANAGEMENT

NEW

The Superintendent/President shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5 Section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The Superintendent/President shall also establish procedures that satisfy the U.S. Education Department General Administrative Regulations (EDGAR) Second Edition for any federal funds received by the District.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the California Community Colleges Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

References: Education Code Section 84040(c);  
Title 5 Section 58311;  
ACCJC Accreditation Standard III.D;  
2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and 200.400 et seq.



# ADMINISTRATIVE PROCEDURES

No. 6300.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## FISCAL MANAGEMENT

The Assistant Superintendent/Vice President of Administrative Services shall assure that the commonly accepted auditing standards for sound fiscal management are adhered to by including the following minimum standard procedures as part of the local institutional practice:

- Provide for responsible stewardship of available resources.
- Provide for safeguarding and managing District assets to ensure ongoing effective operations; maintenance of adequate cash reserves; implementation and maintenance of effective internal controls; determination of sources of revenues prior to making short-term and long-term commitments; establishment of a plan for the repair and replacement of equipment and facilities.
- Provide for an organizational structure that incorporates a clear delineation of fiscal responsibilities and staff accountability.
- Provide that appropriate administrators keep the Board current on the fiscal condition of the District as an integral part of policy and decision-making.
- Provide for development and communication of fiscal policies, objectives and constraints to the board, staff and students.
- Provide for an adequate management information system that gives timely, accurate and reliable fiscal information for planning, decision making and budgetary control.
- Provide for appropriate fiscal policies and procedures and adequate controls to ensure that established fiscal objectives are met.
- Provide a process to evaluate significant changes in the fiscal environment and make necessary, timely, financial and educational adjustments.
- Provide both short term and long term goals and objectives, and broad based input coordinated with District educational planning.
- Procedures for determining allowability of costs in accordance with EDGAR Second Edition Subpart E Cost Principles.
- Procedures to implement the requirements of 2 Code of Federal Regulations Part 200.305 governing payments.

References: Education Code Section 84040(c);  
Title 5 Section 58311;  
ACCJC Accreditation Standard III.D.9;  
2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and 200.400 et seq.



# BOARD POLICY

No. 6307

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## DEBT ISSUANCE AND MANAGEMENT

NEW

The Superintendent/President shall establish procedures to assure that the District is professionally managing its debt and fulfills its annual debt issuance reporting requirements to the California Debt and Investment Advisory Commission.

Procedures shall include:

- The purposes for which the debt proceeds may be used.
- The types of debt that may be issued.
- The relationship of the debt to, and integration with, the District's capital improvement program or budget, if applicable.
- Policy goals related to the District's planning goals and objectives.
- The internal control procedures that the District has implemented, or will implement, to ensure that the proceeds of the proposed debt issuance will be directed to the intended use.

References: Government Code Section 8855





# ADMINISTRATIVE PROCEDURES

No. 6307.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## **DEBT ISSUANCE AND MANAGEMENT**

No later than 30 days prior to the sale of any debt issue, the District shall submit a report of the proposed issuance to the California Debt and Investment Advisory Commission through the Commission's online submittal system. The report of the proposed debt issuance shall include a certification by the District that it has adopted local debt policies concerning the use of debt and that the contemplated debt issuance is consistent with those local debt policies.

No later than 21 days after the sale of the debt, the District shall submit a report of final sale to the California Debt and Investment Advisory Commission through the Commission's online submittal system. A copy of the final official statement for the issue shall accompany the report of final sale. If there is no official statement, the District shall provide each of the following documents, if they exist, along with the report of final sale:

- Other disclosure document.
- Indenture.
- Installment sales agreement.
- Loan agreement.
- Promissory note.
- Bond purchase contract.
- Resolution authorizing the issue.
- Bond specimen.

The District shall submit an annual report for any issue of debt for which it has submitted a report of final sale on or after January 21, 2017. The annual report shall cover a reporting period from July 1 to June 30, inclusive, and shall be submitted no later than seven months after the end of the reporting period. The annual report shall consist of the following information:

- Debt authorized during the reporting period, which shall include the following: (1) Debt authorized at the beginning of the reporting period; (2) Debt authorized and issued during the reporting period; (3) Debt authorized but not issued at the end of the reporting period; and (4) Debt authority that has lapsed during the reporting period.
- Debt outstanding during the reporting period, which shall include the following: (1) Principal balance at the beginning of the reporting period; (2) Principal paid during the reporting period; and (3) Principal outstanding at the end of the reporting period.
- The use of proceeds of issued debt during the reporting period, which shall include the following: (1) Debt proceeds available at the beginning of the reporting period; (2) Proceeds spent during the reporting period and the purposes for which it was spent; and (3) Debt proceeds remaining at the end of the reporting period.

References: Government Code Section 8855;  
Title 4 Sections 6000 et seq.



# BOARD POLICY

No. 6520

---

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## SECURITY FOR DISTRICT PROPERTY

**NEW**

The Superintendent/President shall establish plans and processes necessary to manage, control and protect the assets of the District, including but not limited to ensuring sufficient security to protect property, equipment and information from theft, loss, or significant damage.

References: Education Code Sections 81600 et. seq.;  
ACCJC Accreditation Standard III.B.1



# BOARD POLICY

No. 6600

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## CAPITAL CONSTRUCTION

**NEW**

The Superintendent/President or designee is responsible for planning and administrative management of the District's capital outlay and construction program.

District construction projects shall be supervised by the Superintendent/President or designee. The Director of Facilities shall monitor the progress of all construction work including inspection of workmanship, completion of work to meet specifications, and the suitability of proposed changes to the scope and original design of the work. The Director of Facilities shall assure compliance with laws related to use of state funds to acquire and convert existing buildings.

The Board shall approve and submit to the Board of Governors a five-year capital construction plan as required by law. The Superintendent/President shall annually update the plan and present it to the Board for approval. The plan shall address, but is not limited to the criteria contained in the law.

References: Education Code Sections 81005 and 81820;  
Title 5 Sections 57150 et seq.



# ADMINISTRATIVE PROCEDURES

No. 6600.1

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## CAPITAL CONSTRUCTION

### **Capital Outlay Program**

The Superintendent/President or designee will annually report to the Board and to the California Community Colleges Chancellor's Office a five-year capital outlay program. The program will be informed by the Facilities Master Plan and consist of the plans of the District concerning its future academic and student service programs, and the effects of such programs on construction needs.

Specifically, the five-year capital outlay program will include the following:

- Statement of educational plans
- Statement of energy plans
- Statement of disabled persons' barrier removal plan
- Location of program delivery
- Location of other owned lands
- District-wide priority lists
- District-wide capacity/load ratios
- District-wide supporting detail

### **Contracts**

Construction contracts will be let in accordance with AP 6350 titled Contracts – Construction and will comply with applicable laws relating to public works.

### **Conversion of Buildings**

State funds earmarked for capital outlay financing may be used to acquire an existing government-owned or privately-owned building and to pay the necessary costs of converting such a building to community college use if all of the following criteria apply:

- The building was constructed as, and continues to qualify as, a school building, as provided by Education Code Sections 81130 et seq., or the building is determined to have, or is rehabilitated to an extent that it is determined to have, a pupil safety performance standard that is equivalent to that of a building constructed pursuant to Education Code Sections 81130 et seq. The determination of the pupil safety performance standard must meet all of the requirements of Education Code Section 81149(a)(1)&(2).
- Excepting historically significant buildings, the total cost of purchasing and converting the existing building to community college use is not greater than the estimated cost of constructing an equivalent building.
- The land associated with the building will be owned by, or controlled through a long-term lease of at least 50 years by the District.
- The District has complied with facility site review guideline recommendations of the California Postsecondary Education Commission pursuant to Education Code Section 66904.
- The funding for the purchase and conversion of an existing building does not supersede funding for facilities that have previously been prioritized by the Board of Governors and are awaiting state funding.

References: Education Code Sections 81005 and 81820;  
Title 5 Sections 57150 et seq.

SUBJECT: BOARD POLICY DELETIONS – FIRST READING

SYNOPSIS:

Previously established Board policies are presented for deletion.

ANALYSIS:

As part of the ongoing effort to review all policies in the Board Policy Manual in a timely manner, the following Board policies are submitted for the Board's review. As part of the process, all Board Policies are being updated to reflect the standard numbering system used by Community Colleges throughout the state.

Board Policy #312 – Use of Physical Fitness Lab – There is no legal requirement to have a board policy covering the use of the Physical Fitness lab and has been deemed as unnecessary by the President's Policy Advisory Committee as rules covering the use of the fitness lab are established by the department. This policy was first reviewed for deletion by PPAC on September 27, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on October 25, 2019.

Board Policy #404 – Textbook Policy – There is no legal requirement to have a board policy covering the selection of textbooks and the policy has been deemed as unnecessary by the PPAC committee. This policy was first reviewed for deletion by the President's Policy Advisory Committee on September 27, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on October 25, 2019.

Board Policy 507 – Academic Recognition – The legally required information regarding academic recognition is included in administrative procedure 4233.1 which was revised and approved in August 2018 therefore making this policy unnecessary. The policy deletion was first reviewed by the President's Policy Advisory Committee on September 27, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on October 25, 2019.

Board Policy 511 – Credit Hour – The legally required information regarding credit hour is included in administrative procedure 4020.1 which was revised and approved in March 2018. This policy was first reviewed for deletion by the President's Policy Advisory Committee on September 27, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on October 25, 2019.

Board Policy 513 – Substance Abuse and Drug Testing – Athletics – This information is included in Board Policy 3550 which was approved in December 2014. This policy was first reviewed for deletion by the President's Policy Advisory Committee on September 27, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on October 25, 2019.

Board Policy 515 – Privacy of Students – The legally required information regarding student privacy is already included in Board Policy #5040 which the board approved in February 2017. This policy was first reviewed for deletion by the President’s Policy Advisory Committee on September 27, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on October 25, 2019.

Board Policy 523 – Student Health Awareness Program - There is no legal requirement to have a board policy regarding a student health awareness program and has been deemed as unnecessary by the President’s Policy Advisory Committee. This policy was first reviewed for deletion by PPAC on September 27, 2019; was shared with constituents for comments or suggestions and finalized by the committee at their meeting on October 25, 2019.

Board Policy 725 – Counseling and Advising – The legally required information included in this policy is also included in Board Policy 5110 which was approved by the Board in December 2018 and therefore has been deemed by the President’s Policy Advisory Committee as a duplicate. This policy was first reviewed for deletion by the President’s Policy Advisory Committee on September 27, 2019; was shared with constituents for comments or suggested changes and finalized by the committee at their meeting on October 25, 2019.

Board members will review the policies for deletion with discussion taking place at the December 2019 Board meeting.





# BOARD POLICY

No. 312

---

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## USE OF PHYSICAL FITNESS LAB

Due to safety and liability concerns, use of the physical fitness lab shall be restricted as follows:

### **Students**

Students wishing to use the physical fitness lab must be enrolled in a course held in the lab and must use the lab during the scheduled hours of that course.

### **Employees**

Full-time and part-time faculty, regular classified staff, assistant coaches, and management and confidential employees may use the physical fitness lab any time a class is scheduled in the lab, provided they do not displace a student. In addition, employees may use the lab during times classes are not scheduled in the lab provided that they:

- use the lab Monday through Friday, between 7:00 a.m. and 9:30 p.m. (excluding holidays and Fridays during the summer)
- always use the lab with another employee present
- receive an orientation to the lab from one of the instructors prior to using the lab the first time

Several designated offices and employees will be issued a key to the lab which employees may borrow as needed.

Violation of this policy by a student or employee may result in their use of the lab being suspended.



**TEXTBOOKS POLICY**

Mendocino College shall provide an orderly framework for the selection and procurement of required and supplemental textbooks, desk and examination/review copies, copyrighted instructional materials, open source materials, e-books, and duplicated materials.

Education Code 70901, 70902, 76365

Title 5 59400, 59404

*Date Adopted: December 19, 1978*

*Revised: March 3, 1993*

*August 7, 2002*

*December 12, 2012*



# BOARD POLICY

No. 507

---

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## ACADEMIC RECOGNITION

The Board values excellence and wishes to encourage students to do their best in all endeavors. It shall be the policy of this Board, therefore, to recognize outstanding academic accomplishment.

The Board authorizes the recognition of the following achievements:

- a) Periodic recognition of students who maintain high academic grade point averages.
- b) Recognition upon graduation of students who have maintained high academic records.

*Adopted: December 19, 1978*

*Updated: May 1, 2002*

**CREDIT HOUR**

The Board of Trustees of the Mendocino-Lake Community College District utilizes the Carnegie Unit as the basis for the credit hour with 50 minutes of instruction with transitional and break time for a total of one hour with a minimum of two hours of student work or activities outside the classroom each week. Non-classroom work including lab, clinical, and practica are included in this definition. Distance education courses have an equivalent combination of interaction, assignments, and activities in accordance with Administrative Procedure 407.1, Distance Education Procedures – Regular Effective Contact.

**Reference:**

34 CFR 600.2

Title 5 55002 and 55002.5



### **SUBSTANCE ABUSE AND DRUG TESTING - ATHLETICS**

The Board of Trustees of the Mendocino-Lake Community College District is committed to providing a safe, drug-free school environment to maximize the health and safety of district students and to protect them from dangers associated with illegal drug use and drug abuse.

The District recognizes that a drug testing program is essential to the proper function of its athletics programs.

The Superintendent/President or designee shall establish procedures that ensure privacy.



# BOARD POLICY

No. 515

---

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## PRIVACY OF STUDENTS

The Board of Trustees recognizes that an integral part of its responsibility regarding Mendocino College students is the safeguarding of information about those students.

The Board of Trustees directs the Superintendent/President to ensure that staff members are aware that with respect to students, they occupy a position of trust and must respect the need for confidentiality that inheres in that relationship. The activities, remarks, academic success or problems of students at Mendocino College are not appropriate subjects for casual conversation and are protected under the Family Educational Rights and Privacy Act (FERPA). Staff members may discuss or share information about students when it is within the scope of their duties.

Also included in this privacy policy are the children enrolled in the College's Child Development Center. Mendocino College students, staff, and volunteers at the Center must adhere to FERPA guidelines concerning the privacy of the children and their families.

Also see Administrative Procedure 506.1 Privacy of Student Records.

Reference: Family Educational Rights and Privacy Act (FERPA)

*Adopted:* December 19, 1978  
*Revised:* May 1, 2002  
November 5, 2008



# BOARD POLICY

No. 523

---

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## STUDENT HEALTH AWARENESS PROGRAM

The Board of Trustees recognizes the value of providing health awareness to students on campus, and believes in the concept that good health is essential to the learning process, therefore, the overall goals of the Student Health Awareness Program should be to promote the student's ability to maintain health, adjust to the college environment, develop and strengthen health habits which will be of lasting value to the individual.

Education Code: 76350

*Adopted: December 19, 1978*

*Revised: May 1, 2002*



# BOARD POLICY

No. 725

MENDOCINO - LAKE COMMUNITY COLLEGE DISTRICT

## COUNSELING AND ADVISING SERVICES

This policy defines counseling and advising services, based on “The Role of Counseling Faculty in the California Community College” as adopted by the Academic Senate for California Community Colleges, Fall 1994. Counseling and advising of Mendocino College students will be provided in accordance with this policy.

ADVISING responds to student requests for discipline-specific or service-specific information and focuses on giving students information they need to reach their stated goals. Advisors explain and clarify this information for students in a manner sympathetic to the needs and situation of the student.

As an example, advisors might assist at registration by providing information and referring students to college services; disseminate information provided by counseling staff about program requirements; or facilitate and support activities in a variety of student services programs. An Instructor advisor would provide information regarding programs, career opportunities, and course selection in their assigned discipline; refer students to services; or coordinate activities with counseling staff to supplement counseling services. Instructor advisors are expected to participate in advising activities at their own discretion, not as a matter of assignment.

Qualifications for advisors are not established by the State and are set by each district as appropriate to the nature of the duties required of the position.

COUNSELING is required when a student needs more than just discipline-specific or service-specific information. When student needs are related to the areas of goal setting, planning, and decision making, such as interpreting, recommending, or judging the appropriateness of a student’s course, program choice, assessment results, or course placement, counseling is required.

The California Education Code, Section 51018, defines the duties of a counselor as, “Academic counseling, career counseling, personal counseling, and coordination with the counseling aspects of other services to students which may exist on campus.”

State-mandated minimum qualifications for a Counselor specify a “Master’s counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational psychology, social work, career development, California license in marriage, family, and child counseling, or the equivalent”.

In addition, counselors are primary resources for conflict resolution, crisis intervention; critical incident response, retention and follow-up activities, and personal problem-solving related to education.

While Counselors may provide advising services as part of their responsibilities, an Advisor may not provide counseling services.

*Adopted: September 2, 1998*

*Reviewed: August 18, 2010*



SUBJECT: COLLEGE AND CAREERS ACCESS PATHWAYS (CCAP) PARTNERSHIP AGREEMENT – FIRST READING

SYNOPSIS:

New College and Careers Access Pathways (CCAP) Partnership Agreement is presented for review and discussion.

ANALYSIS:

CCAP agreements came about from AB 288 passed in 2015. They are agreements between governing boards of community college districts and K-12 districts. The agreements offer or expand dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education. The goal is to develop seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve college and career readiness.

CCAP agreements allow for students to enroll in up to 15 units per term; classes do not have to be open to the public; classes must be part of a pathway; agreements must be presented to the governing board twice at subsequent meetings and submitted to the Chancellor's Office for approval; and there are additional reporting requirements including data sharing agreements.

In adopting the attached CCAP agreement, the Governing Boards of Mendocino-Lake Community College District and Mendocino Unified School District certify compliance with the following regulations required for the adoption of said CCAP agreement:

- 1) CCAP agreements shall be presented as an informational item at an open public meeting of each governing board EC § 76004 (b).
- 2) The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed AB 288 CCAP agreement.

The CCAP agreement listed above will be presented at the December 11, 2019 Board of Trustees meeting for public comments and approval by the Governing Board.

*Reference Board Policy 5010, Admission, Enrollment and Attendance*

*Administrative Procedure 5011.2, Admission and Concurrent Enrollment of High School and Other Young Students – College and Career Access Pathways (CCAP)*

**College and Careers Access Pathways (CCAP) Partnership Agreement Between  
Mendocino-Lake Community College District and Mendocino Unified School District**

Agreement No:

Dated:

**I. RECITALS**

Whereas, Assembly Bill No. 288, approved by the Governor and filed with the Secretary of State on October 5th, 2015 allows the governing board of a community college district to enter into a College and Career Access Pathways (CCAP) partnership with the governing board of a school district for the purpose of offering or expanding dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness,

And whereas, allowing a greater and more varied segment of high school pupils to take community college courses can provide numerous benefits, such as reducing the number of high school dropouts, increasing the number of community college students who transfer and complete a degree, shortening the time to completion of educational goals, and improving the level of preparation of students to successfully complete for credit, college level courses,

And whereas, through dual enrollment partnerships, school districts and community college districts can create clear pathways of aligned, sequenced coursework that will allow students to more easily and successfully transition to for credit, college level coursework leading to an associate degree, transfer to the University of California or the California State University, or to a program leading to a career technical education credential or certificate,

The Mendocino-Lake Community College District (MLCCD) and Mendocino Unified School District (MUSD) have entered into the following agreement.

**II. LEGAL AUTHORITY AND ADOPTION**

Assembly Bill 288 authorizes a community college district and a high school district to enter into a CCAP partnership provided that both districts have approved a CCAP Partnership Agreement which shall govern the partnership.

In adopting this CCAP Partnership Agreement, the governing boards of the Mendocino-Lake Community College District and the Mendocino Unified School District, certify compliance with the following regulations required for the adoption of a CCAP Partnership Agreement:

CCAP Partnership agreements shall be presented as an informational item at an open public meeting of each governing board EC § 76004(b).

- The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed AB 288 CCAP Partnership Agreement.

Furthermore, the governing boards of Mendocino-Lake Community College District and Mendocino Unified School District agree that a copy of this CCAP Partnership Agreement shall be filed with the Chancellor's Office of the California Community Colleges, with the understanding that the

Chancellor of the California Community Colleges may void this CCAP Partnership Agreement if it is determined to not comply with the intent of the requirements of EC § 76004.

### III. TERMS

- a. Number of Students Served: Under this partnership, agreement up to a maximum of 250 School students will be served annually, with the college claiming up to a maximum of 50 FTES annually.
- b. Assessment of Students: The assessment of the pupil's ability to benefit from participation in courses offered under the agreement shall be made by the Mendocino Unified School District high school principal or the principal's designee. Only students whom are deemed, by the principal or the principal's designee, to have the ability to benefit from participation in the CCAP courses will be eligible to enroll in courses authorized through the CCAP. Furthermore, Mendocino-Lake Community College District reserves the right to require that students participating in the CCAP meet the course prerequisites or co-requisites, as described in the college catalog, for courses included in the CCAP.
- c. Pathway/Course Offerings: \*Additional pathway/course offerings may be considered, including those from CSU/IGETC GE and CTE course lists.

The courses to be offered shall include college readiness, career and technical education, general education, basic skills, and transfer pathway courses. Courses shall be offered on one or more Mendocino Unified School District campuses during the school day. The pathways which may be offered under this agreement include:

Career Technical Education (CTE) pathway courses which are part of a degree or certificate outlined in the Mendocino Community College Catalog and are considered core requirements for a specific CTE area including CTE pathways listed in APPENDIX I (see *Degrees and Certificates Offered at MCC* for a complete list).

General education breadth courses needed for an AA or AS degree which also satisfy CSU and UC system transfer pathways as denoted in the Mendocino Community College Catalog for areas A through E and basic skill courses, including courses listed in APPENDIX I.

- d. Information Sharing: MLCCD shall provide MUSD with the student's final grade for all coursework undertaken as part of a CCAP agreement so that the high school may determine the appropriate number of high school credits to be awarded, if any. MUSD shall provide MLCCD with transcripts for all students participating in the CCAP and high school graduation rates among students participating in the CCAP.
- e. Points of Contact: The point of contact regarding the provisions of this agreement, for the MLCCD, shall be the MLCCD Vice President of Academic Affairs, Debra Polak. The point of contact regarding the provisions of this agreement, for Mendocino Unified School District, shall be the MUSD Superintendent, Jason Morse, Mendocino Unified School District. The point of contact regarding implementation and administration of the CCAP shall be the Dean of Centers, or designee, at Mendocino College, Amanda Xu, and the Principal, or designee, at one or more high school sites of Mendocino Unified School District. The following is specific contact information:

1. Vice President of Academic Affairs, Debra Polak  
Mendocino-Lake Community College District  
1000 Hensley Creek Rd. Ukiah CA 95482  
EMAIL dpolak@mendocino.edu  
PHONE 707-468-3068
  2. Superintendent, Jason Morse  
Mendocino Unified School District  
44141 Little Lake Rd, P.O. Box 1154 Mendocino, CA 95460  
EMAIL jmorse@mcn.org  
PHONE 707-937-5868
  3. Principal, Tobin Hahn  
Mendocino Unified School District  
10700 Ford Street, P.O. Box 226 Mendocino, CA 95460  
EMAIL thahn@mendocinoused.org  
PHONE 707-937-5871
  4. Dean of Center, Amanda Xu  
Mendocino-Lake Community College District  
1000 Hensley Creek Rd. Ukiah CA 95482  
EMAIL axu@mendocino.edu  
PHONE 707-468-3605 or 707-468-3613
- f. Employer of Record: MLCCD shall be the employer of record for purposes of assignment monitoring and reporting. (See section XII a. of this agreement for guidance regarding instructors that are not paid employees of the community college district).
- g. Teacher Quality Mandates: Mendocino Unified School District shall assume reporting responsibilities pursuant to applicable federal teacher quality mandates.

#### IV. CERTIFICATIONS

MLCCD shall insure that:

- a. Any community college instructor teaching a course on a high school campus has not been convicted of any sex offense as defined in EC § 87010, or any controlled substance offense as defined in EC § 87011
- b. That a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus
- c. That a community college course offered for college credit at the partnering high school campus does not reduce access to the same course offered at the partnering community college campus
- d. That a community college course that is oversubscribed or has a waiting list shall not be offered in the AB 288 CCAP Partnership Agreement

MUSD shall insure that:

- a. Any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus

## V. ENROLLMENT

- a. MLCCD shall grant priority enrollment and registration, that is equivalent to the priority assigned to a student attending a middle college high school as described in EC § 11300 and consistent with provisions in EC § 76001(e), to a pupil seeking to enroll in a Mendocino Community College course that is required for the pupil's CCAP partnership program.
- b. MLCCD shall limit enrollment in community college courses offered at one or more Mendocino Unified School District high school campuses during the regular school day solely to eligible high school students.
- c. Mendocino-Lake Community College District may allow a special part-time student participating in the AB 288 CCAP Partnership to enroll in up to a maximum of 15 units per term if all of the following circumstances are satisfied (EC § 76004(p)):
  - i. The units constitute no more than four community college courses per term,
  - ii. The units are part of an academic program that is part of a CCAP partnership agreement,
  - iii. The units are part of an academic program that is designed to award students both a high school diploma and an associate degree or a certificate or credential.

## VI. STUDENT FEES

- a. High school pupils enrolled in courses offered through this CCAP agreement shall not be assessed or charged a fee prohibited by EC § 49011, including a fee charged to a pupil, or a pupil's parent or guardian, as a condition for course registration or for textbooks, supplies, materials, and equipment needed to participate in the course. EC §§ 49010 et seq.; 76004(f)
- b. High school pupils enrolled in courses offered through this CCAP Partnership Agreement, that are properly classified as having "special part-time student" status as described by EC § 76004(p), shall be exempt from the following community college fee requirements [EC § 76004(q)]:
  - i. Student Representation Fee. EC § 76060.5
  - ii. Nonresident Tuition Fee. EC § 76140 6
  - iii. Transcript Fees. EC § 76223
  - iv. Course Enrollment Fees. EC § 76300
  - v. Health Services Fees

## VII. STATE APPORTIONMENT

MLCCD and MUSD agree that:

- a. A district shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. EC § 76004(r)
- b. The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to a CCAP agreement is authorized attendance for which the community college district shall be credited or reimbursed pursuant to EC § 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. EC §76004(s)

## VIII. REPORTING

MLCCD, in conjunction with MUSD, shall report annually to the State Chancellor's Office all of the following information:

- a. The total number of high school pupils by school site enrolled in each CCAP partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws.
- b. The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants.
- c. The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants.
- d. The total number of Full-Time Equivalent Student (FTES) generated by CCAP partnership participants

## IX. CTE PROGRAMS

MLCCD, prior to establishing a vocational or occupational training program (career technical education programs) with MUSD, shall conduct a job market study of the labor market area, and determine whether or not the results justify the proposed vocational education program. EC § 78015 et seq.

## X. RESPONSIBILITIES

- a. Instruction and Educational Program: MLCCD shall be responsible for the educational program(s) and for the content and instruction of the courses offered through the CCAP.

Facilities: MUSD shall be responsible for the provision of the facilities for courses offered on one or more Mendocino Unified School District campuses as part of this CCAP.

- c. Books and Supplies: MLCCD and MUSD shall agree on how books and supplies will be provided for a CCAP course prior to offering such a course.
- d. Support Services: MUSD and MLCCD will share responsibility for insuring that ancillary and support services are provided for students (e.g. Counseling and Guidance, Placement Assistance, Assessment, and Tutoring).

*Table #1: Responsibilities under MLCCD and MUSD CCAP Partnership Agreement*

	Mendocino-Lake Community College District	Mendocino Unified School District	Explanation
Facilities		x	In addition to their high school coursework, CCAP participants will have the opportunity to take college coursework on Mendocino Unified School District campuses during the school day in MUSD facilities.
Instruction and Educational Program	x		CCAP participants will take Mendocino Community College courses which shall include college readiness, career and technical education, general education, and transfer pathway courses.
Books		x	As a CCAP participant shall not be charged for textbooks, supplies, materials, and equipment needed to participate in the course, a source must be identified for providing books, supplies, materials and equipment prior to offering the course. In most instances instruction shall be provided by the college and books shall be provided by the high school. No CCAP course shall be offered without prior agreement between the college and the high school as to which organization shall be responsible for the provision of the textbooks, supplies, materials, and equipment needed by participants in the course.
Counseling and Guidance	x	x	Mendocino Community College and MUSD Schools shall collaborate to provide CCAP participants with appropriate counseling and guidance.
Assessment and Placement	x	x	Mendocino Community College and MUSD Schools shall collaborate to provide CCAP participants with appropriate assessment and placement services.
Tutoring	x		Mendocino College shall be responsible for the provision of tutoring for college course when appropriate.

## XI. PROCEDURES, TERMS, AND CONDITIONS

- a. Enrollment Process and Period: Students will be added to the CCAP courses held on the Mendocino School campuses through registration conducted on site at Mendocino School campuses. CCAP students will be granted level 3 priority registration and may also enroll in additional college courses held outside of the normal school day (exp. online courses, summer school courses).
- b. Class Hours: The timing of the courses shall be set by mutual agreement between Mendocino Community College and Mendocino High School.

- c. Evaluation of Students: College faculty instructing the course shall be responsible for the supervision and evaluation of the students. MUSD shall be responsible for assigning high school credit for the coursework CCAP students complete where appropriate.
- d. Course Timing and Length: MLCCD shall insure that: the appropriate number of class hours are scheduled to meet the performance objectives of the course; the enrollment period for each CCAP course falls within the normal school day within which courses are offered at one or more Mendocino School high school campuses; and that high school students participating in the CCAP are not required to attend class on dates in which the high school is not in session. The high school may require students to attend class on dates in which the college is not in session. Instruction may not be scheduled on legal holidays. Under the circumstance that a CCAP class begins after the start of, or concludes prior to the end of the high school term, it will be the responsibility of MUSD to arrange additional instruction if required by MUSD. Scheduling classes outside of the Mendocino College term is at the sole discretion of MLCCD.
- e. Conduct and Discipline: CCAP participants shall comply with the standards of student conduct as described under Mendocino-Lake Community College District Board Policy (5500.1). These regulations are designed to represent reasonable standards of conduct. Violations of the code may subject individuals to disciplinary action, which is consistent with the requirements of due process.

The faculty shall be responsible for discipline within the classroom. Should the instructor need to remove a student from a class session they shall notify the principal or principal's designee at the appropriate MUSD high school campus immediately.

## XII. CANCELLATION AND TERMINATION

The following agreement may be canceled by written notification from either district to the other district. Should the cancellation be made during a period when a CCAP course is being offered the cancellation will take effect prior to the subsequent term.

## XIII. INSTRUCTION FOR APPORTIONMENT

MLCCD shall provide documentation that instruction claimed for apportionment under this agreement/contract is under the immediate supervision and control of an employee of the district who has met the minimum qualifications for instruction in the discipline of the course in a California community college. Instructors shall provide the supervision and control necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity (as a general rule, faculty must be physically present in the classroom or lab or within line of sight of the students). Cal. Code Regs., Title 5, §§ 58050, 58051, 58056, 58058

- a. Where the instructor is not a paid employee of MLCCD, the district shall have an additional written agreement/contract with each instructor requiring student attendance and FTES be reported by the instructor as required by the college or community college district and stating that MLCCD has the primary right to control and direct the instructional activities of the instructor. Cal. Code Regs., Title 5, § 58058(b)
- b. MLCCD shall demonstrate control and direction through such actions as providing the instructor an orientation, instructor's manual, course outlines, curriculum materials, testing



and grading procedures, and any other materials and services it would provide to its hourly on-campus instructors.

- c. Attendance at a MLCCD dual enrollment orientation is required for instructors of CCAP courses prior to each term that they teach a CCAP course.
- d. To claim Average Daily Attendance (ADA) for K12 funding, the K12 district must determine how many instructional minutes a student is offered and scheduled for, as well as that student's attendance during the K12 school day. If a high school student has been scheduled for the minimum instructional minutes per day under the immediate supervision and control of a certificated employee of the school district and has been offered a full schedule, the district may claim attendance towards apportionment for that student for each day the student attends at least some part of the instructional day at the high school. If that student then goes to a college course that meets the requirements to claim Full Time Equivalent Student (FTES), the college may also claim full apportionment for that student in that college course.

More information on apportionment is available here:

- The Budgeting and Funding sections of the Career Ladders Project Toolkit, Frequently Asked Questions: <http://www.careerladdersproject.org/areas-of-focus/pathways/ccccode/>
- Interview with Wendi McCaskill on Instructional Minutes: [http://www.careerladdersproject.org/wp-content/uploads/2015/12/FC1\\_Wendi-McCaskill\\_Interview\\_DETTOOLS.pdf](http://www.careerladdersproject.org/wp-content/uploads/2015/12/FC1_Wendi-McCaskill_Interview_DETTOOLS.pdf)
- Pages 40-42 of the CIO Manual: <http://curriculum.cccco.edu/Content/publicpagefiles/CIO%20Manual.pdf>

#### XIV. MINIMUM QUALIFICATIONS

Mendocino-Lake Community College District shall ensure that minimum qualifications for instructors teaching agreement / contract courses and instructor qualifications are consistent with requirements in other similar courses given by the college or community college district. Cal. Code Regs., Title 5, § 53410.

#### XV. PUBLIC ACCESS

The districts acknowledge that enrollment in the courses described in this CCAP partnership agreement, which are offered during the school day at one or more MUSD campuses, shall be limited to CCAP participants and shall not be open to the general public.

The districts further acknowledge that courses which are not part of this CCAP must continue to meet the following requirements:

- a. Courses which are not part of this CCAP agreement must be held at facilities which are clearly identified as being open to the general public, noting that students may be required to meet course or program prerequisites.
- b. Courses which are not covered by this CCAP agreement must be open to any person who has been admitted to the college and has met any applicable prerequisites. Cal. Code Regs., Title 5, §§ 51006, 58106,

Furthermore, the district policy on open enrollment (Cal. Code Regs., Title 5, § 55005) along with a description of the course and information about whether the course is offered for credit and is transferable must be published in the college catalogue, schedule of classes, and any addenda to the schedule of classes. Cal. Code Regs., Title 5, § 51006, Degree and certificate programs must have been approved by the California Community Colleges Chancellor's Office and courses that make up the programs must be part of the approved programs, or the college must have received delegated authority to separately approve those courses locally. Cal. Code Regs., Title 5, § 58050(a)(1).

#### XVI. CONSISTENCY, ATTENDANCE AND GRADES

MLCCD shall ensure that procedures are put into place by the college to ensure that faculty teaching different sections of the same course teach in a manner consistent with the approved outline of record for that course. Cal. Code Regs., Title 5, § 55002, 58050(a)(5).

Permanent records of student attendance, grades, and achievement will be maintained by the college. Additional CCAP participant records which are maintained by the high school, such as students' GPA or high school graduation status, will be submitted on a schedule agreed upon between the college and MUSD. Cal. Code Regs., Title 5, § 55021; 55040; 58030.

#### XVII. FULL COMPENSATION / CERTIFICATION

MLCCD shall certify that it has not received full compensation, from any public or private agency, individual or group, for the direct education costs of the courses offered through this partnership agreement. EC § 84752; Cal. Code Regs., Title 5, § 58051.5. MLCCD shall obtain certification from the school district verifying that the instructional activity to be conducted will not be fully funded by other sources. EC § 84752; Cal. Code Regs., Title 5, § 58051.5.

#### XVIII. DISTRICT BOUNDARIES

MLCCD and MUSD agree that if the course(s) in this CCAP agreement will be located outside the boundaries of the district, the district must comply with the requirements of Title 5, sections 55300 et seq., concerning approval by adjoining high school or community college districts and use of non-district facilities.

#### XIX. RECORD KEEPING AND COMPUTATION

MLCCD acknowledges that in all cases, standard FTES computation rules, support documentation, course section tabulations, and record retention requirements continue to apply, including as prescribed by Cal. Code Regs., Title 5, §§ 58003.1 et seq. , 58020 et seq., 58030 and 59020 et seq.

#### XX. ACCESS AND ACCOMMODATIONS

Upon identifying themselves to the instructor and the college, students with disabilities shall receive reasonable accommodation for learning and evaluation.

#### XXI. HOLD HARMLESS AGREEMENT AND INSURANCE

- a. To the fullest extent permitted by law, MLCCD shall indemnify and hold harmless MUSD, its directors, officers and employees, from any and all liability claims, damages, costs and expenses, including attorney's fees, caused by or resulting from the negligent or intentional

acts or omissions of MLCCD or any of MLCCD's employees. MUSD shall indemnify and hold harmless MLCCD, its directors, officers, and employees, from any and all liability, claims, damages, costs and expenses, including attorney's fees, caused by or resulting from the negligent or intentional acts or omissions of MUSD or any of MUSD's employees. Neither party shall cover any negligent acts or omissions of the other. In the event of any such claim is made, or suit filed, both Parties shall give the other prompt written notice thereof, and each shall have the right to defend or settle. A Party that intends to seek an indemnity or hold harmless from the other Party shall notify the other Party in writing thereof, and within a reasonable time after the Party knows or becomes aware of any claim arising out of, resulting from or relating to this Agreement that may or has resulted in a loss, describing (if known or determinable) the pertinent circumstances, all entities and persons involved, and the amount(s) being claimed, and shall not settle or resolve the claim until it has notified the other Party of the claim in accordance with the provisions of this subsection and given the other Party an opportunity to participate in and consent to the settlement or resolution of the claim, which consent the other Party shall not unreasonably withhold.

- b. Without limiting the above indemnification provision and during the term of this Agreement, MUSD shall obtain and maintain, and shall require their subcontractors to obtain and maintain, liability insurance coverage in the amount of not less than one million dollars (\$1,000,000.00) to cover any classroom incident, accident, or illness. Each Party's insurance shall be primary to and not contributing with any other insurance or self-insurance programs maintained by the other Parties, and shall be provided and maintained at the Party's own expense.
- c. MUSD agrees to provide a Certificate of Insurance verifying liability coverage in the amount of one million dollars. MLCCD and MUSD agree to add and include each other's officials, officers, employees, agents and volunteers as an additionally insured in each other's general liability insurance coverage, throughout the term of this Agreement. Each Party shall provide written notice to the other of any change to said coverage.
- d. The Parties mutually agree to notify one another of any accident or incident relating to services performed under this Agreement which involves injury or property damage which may result in the filing of a claim or lawsuit against any of the Parties, and, of any actual third party claim or lawsuit arising from or related to services under this Agreement.

**ACCEPTED AND AGREED TO:**

---

Jason Morse, Superintendent  
Mendocino Unified School District

---

Date

---

Eileen Cichocki, Interim Superintendent/President  
Mendocino-Lake Community College District

---

Date

## APPENDIX I: CCAP PROGRAMS AND CLASSES:

### Mendocino College Career Access Pathways

1. Administration of Justice
2. Agriculture – Sustainable Small Farms Management
3. Business – Business Management & Business Entrepreneurship
4. Child Development
5. Computer Science – Computer Applications and Office Administration
6. Culinary Arts Management
7. Digital Arts and Media
8. Fire Science
9. Nursing
10. Sustainable Construction & Energy Technology – Construction
11. Woodworking

### Mendocino College- College and Career Success Courses

1. CCS 100 – Career Planning Success (1.5 – 3 units)
2. CCS 101 – Career and Life Planning (3 unit)

### Mendocino College GE Courses for Transfer Pathway

1. ADJ 202 – Concepts of Criminal Law (3 units)
2. ART 207 – Survey of Western Art from Prehistory through the middle ages (3 units)
3. ART 208 – Survey of Western Art from Renaissance to the Contemporary Period (3 units)
4. AST 200 – Astronomy (3 units)
5. AST 200L – Astronomy Observation (1 unit)
6. COM 203 – Introduction to Public speaking (3 units)
7. CSC 201 – Computers and Computer Applications (3 Units)
8. ENG 200 – Reading and Composition (3 units)
9. HLH 200 – Health Education (3 units)
10. HST 202 – The United States to 1877 (3 units)
11. HST 203- The United States since 1865 (3 units)
12. HST 222- Native American History (3 units)
13. HST 250- Contemporary America: The People and the Issues (3 units)
14. MTH 200 Pre-calculus Mathematics (5 units)
15. MTH 220 – Statistics (4 units)
16. PSY 205- Introduction to Psychology (3 units)
17. SPN 200- Elementary Spanish I (4 units)
18. SPN 201- Elementary Spanish II (4 units)

### Mendocino College Basic English and Math Courses PLUS\*

1. MTH 46 – Pre-College Mathematics (5 units)
2. MTH 79 – Mathematics for Technical Fields (3 units)
3. MTH 77 – Geometry (3 units)
4. MTH 80- Intermediate Algebra for STEM and Business Majors (5 Units)
5. MTH 121- Trigonometry (4 units)
6. MTH 178 – Applied Math (4 units)
7. ENG 12 – Intermediate Reading and Writing (5 units)
8. ENG 80 – Academic Reading and Writing (4 units)
9. ENG 85 – Accelerated Preparation for College Writing (4 units)

\*English and Math offerings include CSU transferable Math Classes for both STEM and non-STEM transfer pathways.

ITEM NO: 9.8  
DATE November 13, 2019

SUBJECT: INTEGRATED TIMELINE

SYNOPSIS:

A copy of the integrated timeline is presented.

ANALYSIS:

A copy of the integrated timeline reviewed and approved by the Planning and Budgeting committee is presented as information.

## Integrated Timeline

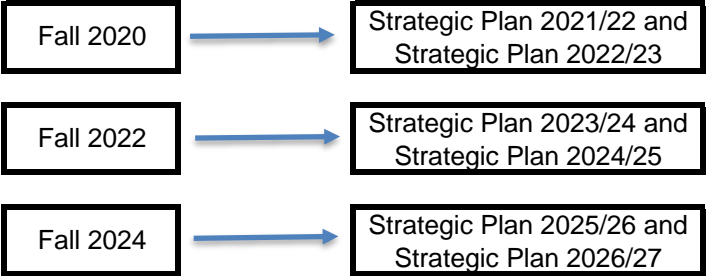
	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>Jun</i>
1 Tentative budgets available to departments	x											
2 State enacted budget released	x											
3 Updates on other planning priorities, allocations and documents to PBC (i.e. Technology, Facilities, Marketing, Professional Development etc.)*		x	x	x	x	x	x	x	x	x	x	x
4 M/V/V/G, student data and budget shared with employees at Inservice		x										
5 Previous fiscal year actuals reviewed by PBC (including 50% law actuals)			x									
6 Staffing committee submits scoring results to PBC			x									
7 Adopted budget reviewed by PBC (including 50% law projections)			x									
8 Board adopts budget			x									
9 Bi-annual Strategic Planning retreats (fall of even years)			x									
10 PBC discusses staffing scoring results				x								
11 PBC recommends staffing funding priorities to President					x							
12 M/V/V/G, student data and budget shared with employees at Inservice							x					
13 Governor's proposed budget reviewed by PBC							x					
14 PBC reviews M/V/V/G for possible revision							x					
15 Program Review data distributed along with M/V/V/G, Educational Master Plan and Strategic Action Plan								x				
16 Board adopts budget parameters								x				
17 Nonresident Fee Tuition reviewed by PBC								x				
18 Student Achievement Standards reviewed by PBC								x				
19 Projections of FTES & revenue for inclusion in budget established by Enrollment Management								x				
20 Board action by March 15 on any non-categorical Management or Faculty layoffs									x			
21 Projections of FTES & revenue for inclusion in budget presented to PBC									x			
22 PBC recommends 4's and 5's target budgets									x			
23 PBC bi-annually approves Strategic Action Plan (spring of odd years)									x			
24 Program Reviews staffing requests due										x		
25 Unions present contract reopeners to District										x		
26 District presents contract reopeners to unions										x		
27 April revise budget reviewed by PBC (including 50% law projection)										x		
28 Board action by April 15th on any non-categorical Classified layoffs										x		
29 Board adopts April revise budget										x		
30 Other Program Review requests & SLO review due											x	
31 Staffing Committee evaluates program review requests											x	
32 SLO Report to PBC											x	
33 Educational Master Plan updates to PBC											x	
34 Governor's May Revise budget reviewed by PBC											x	
35 Five year capital outlay priorities reviewed by PBC											x	
36 Key planning committee updates on goals and progress to PBC											x	
37 June tentative budget reviewed by PBC (including 50% law projection)												x
38 Integrated Timeline shared with Board as information												x
39 Mission/Vision/Values/Goals reviewed by Board												x
40 Board Adopts Annual District Priorities												x
41 Any changes to Educational Master Plan presented to Board												x
42 Board adopts tentative budget for next budget year												x
43 Five-year capital outlay plan presented to Board for approval												x
44 Student Achievement Standards presented to Board												x

*Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun*

\* monthly reports as needed

revised 11/4/2019

Strategic Planning Cycles



ITEM NO: 10.1  
DATE: November 13, 2019

SUBJECT: 2019/20 BOARD GOALS AND PRIORITIES

SYNOPSIS:

2019/20 Board goals and priorities

ANALYSIS:

The 2019/20 Board goals and priorities as established at the meeting on October 9, 2019 are presented as information.



## **Mendocino-Lake Community College District Board of Trustees 2019/20 Board Goals and Priorities**

- Provide and attend trainings for new and continuing board members including:
  - Board Roles and protocols
  - Equity mindedness and student centered mindset
  - Staying current on California Community College initiatives
- Engage in accreditation process
- Establish and begin a process for selecting the next Superintendent/President

*Established: October 9, 2019*

ITEM NO: 10.2  
DATE: November 13, 2019

SUBJECT: TRUSTEE REPORTS

SYNOPSIS:

Individual Trustees share their Board related activities with the full Board.

ANALYSIS:

*Oral reports by Trustees may be presented at the meeting.*

SUBJECT: FUTURE AGENDA ITEMS

SYNOPSIS:

Input and discussion by board members regarding items to be included on future agendas.

ANALYSIS:

Items currently on the list include:

- Report on Disabled Student Programs and Services
- Report on services to Native American students
- Search for permanent Superintendent/President
- Construction technology program